

Building Use Policies for Outside Renters

Foothills Unitarian Rental Guidelines

? DO:

- ✓ Use the space **as agreed** and within the designated rental period.
- ✓ **Set up and clean up** within your rental time, returning furniture to its original placement.
- ✓ Ensure **all guests and activities align with our mission** and values.
- ✓ **Follow safety protocols** and emergency procedures.
- ✓ Provide a **Certificate of Insurance** if required (30+ attendees, alcohol service, physical activities, or AV use).
- ✓ **Take all trash collected during your event** and dispose in on-site dumpster before leaving.
- ✓ **Lock all doors and turn off lights** before leaving.
- ✓ **Contact the Event Manager** if any issues arise during your rental.

? DON'T:

- ✗ **Prop open exterior doors** or allow unauthorized access.
- ✗ **Move or use furniture, AV, or equipment** without prior approval.
- ✗ Use **tape, nails, or adhesives** on walls, ceilings, or fixtures.
- ✗ Use **rooms that you have not rented** and are not specified in your contract.
- ✗ **Exceed the agreed-upon rental time** without prior approval.
- ✗ **Serve alcohol without prior approval and insurance.**
- ✗ **Smoke, vape, or use illegal drugs** on the property.
- ✗ **Bring firearms or weapons** onto the premises.
- ✗ **Publicly market** your event in a way that implies sponsorship by Foothills Unitarian.

Failure to follow these guidelines may result in additional fees, loss of deposit, or termination of the rental agreement.

For questions, contact: Jenn Powell, Hospitality and Operations Manager at jenn@foothillsuu.org

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