

# Wedding Contract

Account number \_\_\_\_\_

## Primary Contact:

\_\_\_\_\_  
Full Address:

\_\_\_\_\_  
\_\_\_\_\_

Phone:  
\_\_\_\_\_

Email:  
\_\_\_\_\_

## Secondary Contact:

\_\_\_\_\_  
Full Address:

\_\_\_\_\_  
\_\_\_\_\_

Phone:  
\_\_\_\_\_

Email:  
\_\_\_\_\_

Member:    Yes    No

## Event Information

Date: \_\_\_\_\_ Arrival time: \_\_\_\_\_  
Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

Tables: \_\_\_ 60" round tables    \_\_\_ 72" x 30" rectangular tables  
Included in price

Chairs: \_\_\_ foldable metal chairs    \_\_\_ sanctuary chairs  
Included in price

Configuration: \_\_\_ facing North (York St.)    \_\_\_ facing West (4th St.)    \_\_\_ choir risers

First Unitarian Church of Louisville  
809 S. 4th Street, Louisville, KY, 40203  
502-585-5110

[bldgsuper@firstulou.org](mailto:bldgsuper@firstulou.org)

Renters Initials: \_\_\_\_\_

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## Package Information

Packages 1 and 2 include 4 hours. Additional time is available at a cost of \$100 / hr. Package 3 includes a full day (8:00 AM - 11:00 PM, unless otherwise noted). Packages include the Building Supervisor's fee, one ceremony space, two getting ready rooms, and cost of clean up, unless otherwise noted.

\_\_\_\_ Package 1\*: \_\_\_\_ Sanctuary (230 capacity) \_\_\_\_ Courtyard (140 capacity) - Choose one  
\$700

\_\_\_\_ Parlor \_\_\_\_ Library \_\_\_\_ Wedding Suite - Choose two

\_\_\_\_ Package 2: \_\_\_\_ Sanctuary (230 capacity) \_\_\_\_ Courtyard (140 capacity) - Choose one  
\$900

\_\_\_\_ Parlor \_\_\_\_ Library \_\_\_\_ Wedding Suite - Choose two

\_\_\_\_ Package 3: First floor: Sanctuary, Social Hall, Courtyard, Grounds, Wedding Suite, Parlor,  
\$2000 Library, Kitchen.

\_\_\_\_ Custom Package: Individual pricing, see notes.

\* Package 1 does not include the cost of cleanup and is intended for parties of 30 or less.

## Additions

	Piano (plus first right of refusal for staff musicians)	\$250 / \$50 piano only
	Organ (plus first right of refusal for staff musicians)	\$250 / \$50 organ only
	Pulpit with sound system (includes staff)	\$300
	Built in projector system (includes staff)	\$150
	Officiant package (minimum charge, dependent on package)*	\$250
	Rehearsal	\$150 / hr
	Decor / Wall opening / Room layout change	\$50 / \$50 / \$150 per hr
	Kitchen (package 1 and 2)	\$60

Note: There is no charge for space used for weddings for active members of First Unitarian Church. Rehearsal/set up, additions fees, security deposits, etc. may apply when members are using the space. Always pay the officiant + musicians appropriately.

\*Officiant package is a separate payment directly to the minister.

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**A security deposit of \$300 is required at the time of signing of the contract, unless waived in writing. A deposit of fifty percent (50%) is needed to confirm the event date and space(s). The total remaining balance will be due thirty (30) days prior to the event date.**

Cash, check, and credit cards are accepted. A convenience fee (3%) may be charged for processing electronic payments. Checks should be made out to First Unitarian. Additions made after this contract is signed are due 30 days prior to the event date (addition of rehearsal or set up time, use of church equipment, etc.). Deposits against damage or cancellation shall be required of all renters. **Should the renter cancel the contract within 14 days of the scheduled event, the renter shall forfeit the security deposit.** Any cleanup required past the included cost will be taken out of the security deposit.

Package: \$ \_\_\_\_\_

Additions: \$ \_\_\_\_\_

Additional Time: \_\_\_\_\_ hours at \$100 per hour: \$ \_\_\_\_\_

**Total Rental Fee** \$ \_\_\_\_\_

*I have read, understand and agree to the terms of this contract*

\_\_\_\_\_  
Renter's Signature Date: \_\_\_\_\_.

First Unitarian Church  
  
\_\_\_\_\_  
Authorized Signature Date: \_\_\_\_\_.

Security Deposit	Paid:	Amount: \$300	Method:
Rental 1st payment (50%)	Paid:	Amount:\$	Method:
Rental 2nd payment	Date due:	Amount:\$	Method:

Notes:

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## FIRST UNITARIAN CHURCH OF LOUISVILLE RENTAL RULES

**All users are expected to follow First Unitarian Church's anti-discrimination policy:**

First Unitarian Church (FUC) is committed in all areas to provide an environment that is free from harassment and/or discrimination.

We are a welcoming congregation of all persons to participate fully, openly and equally, in all aspects of our congregational life, in ever widening circles of inclusion. We respect and affirm diversity and its gifts in race, ethnicity, and national origin, affectional or sexual orientation, family or relationship structure, gender identity, gender expression, sex, abilities, neurodiversity, age, socioeconomic class, political views, religious belief, creed or interpretation of religion. Harassment and/or discrimination based upon any of the preceding characteristics will not be tolerated. All employees, members, and renters are expected and required to abide by this policy.

Any speech or action of a discriminatory nature will not be tolerated within FUC and will be considered a breach of contract and will result in the loss of a refund of any kind and possible expulsion from church grounds.

### GENERAL RULES FOR ALL USERS

- 1) All meetings must be cleared and entered on the calendar maintained in the Church Office by completing and submitting the appropriate scheduling request form.
- 2) No guns or weapons are permitted on the premises.
- 3) FUC prohibits smoking inside the building. Smoking is not allowed in the courtyard or on the Library Lane porch when church-sponsored events are taking place at the church.
- 4) Animals, other than service animals, are not permitted in the building without prior approval.
- 5) Renters may not leave or issue political candidate literature anywhere in the building.
- 6) All building users must comply with the current church advertising policy.
- 7) A building supervisor must be present at any public event held at the church where alcohol will be served.

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- 8) Presence of the building supervisor at any public event may be waived in consultation with the church office only if the following conditions are met:
  - a) A sponsoring church member, friend, or other person approved by the Building Use Committee (BUC) or Minister fulfills the Building Supervisor's duties.
  - b) Anticipated attendance is under 50 people.
  - c) No alcohol is being served.
- 9) Upon approval of the BUC, a church member may take responsibility, in the role as Building Supervisor, at an event if they are an active member of the organization, take responsibility for the organization's use of the space, handle building entry, be present during the full event, and secure the building after the event, including restoration to original condition.
- 10) Renters and members must keep all doors closed and locked at all times. The Building Supervisor (or person designated by the renter) should be stationed at the door to welcome guests.
- 11) One-time renters may request to rent a key to the building. Key rental must be approved by the BUC and requires a deposit unless otherwise stated.
- 12) The church is not responsible for the loss or damage to cars or contents, or to any decorations or other items, left unattended by the renter. Renters should alert their guests that nothing should be left in an unattended car.
- 13) Failure to follow building use policy may result in consequences including forfeiting the privilege of meeting at First Unitarian Church.

## RESPONSIBILITIES OF THE RENTER

- 14) All renters must sign a rental contract. **The individual who signs the Rental Contract is responsible for the care of the building and church property for the duration of the contract.**
- 15) All renters must pay a refundable security deposit of \$300 to secure their rental. This fee is required unless waived by the BUC. Any cleaning required after the event beyond what is included in the contract will be deducted from the security deposit. The cost of replacement or repair of any damage to property will be deducted from the security deposit.

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- 16) All rental fees, building supervisor fees, Minister's fees, and church musician's fees are due two (2) weeks in advance of the event.
- 17) Only rooms reserved in your rental contract may be used.
- 18) Do not publish the church telephone number as the phone number to call for further information for your event.

## USE AND CARE OF FACILITIES

- 19) Only authorized persons shall remove artwork or bulletin board notices. **No nails, thumbtacks, screws, or tapes may be used to fashion decorations, posters, or other items to walls, ceilings, furniture, woodwork, equipment, or to the windows in the entry area.**
- 20) The use of confetti, rice, birdseed, or any similar material is prohibited inside the building. Outside use is restricted to biodegradable materials such as birdseed.
- 21) All rentals of the Church may make use of the church furnishings as they are usually arranged. Groups may rearrange church furnishings or set up tables only if they do so themselves and only if they restore the church to its prior arrangement afterwards. The Building Supervisor shall be available to advise groups who rearrange the furnishings, but is not responsible for carrying out the actual work unless paid an additional fee by arrangement.
- 22) The choir risers may not be moved without the consent of, and supervision by, the Building Supervisor. Moving the risers may require an additional fee.
- 23) The church Music Director must approve a musician's use of the organ or piano in advance. The sound system and projector may be used only by trained church members or a professional approved by the church.
- 24) If candles are used, a protective covering underneath is required and all candles must be extinguished when no longer in use.
- 25) Renters, including members, are expected to leave the rooms and exterior premises in the same condition in which they found them unless arrangements have been made with the Building Supervisor. **All countertops and tables are to be cleaned and spills wiped up from the floor.** Trash must be put in bags and placed in the dumpster.

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## **SPECIAL GUIDELINES FOR RECURRING MEETINGS OF COMMUNITY GROUPS:**

- 1) Community groups must sign and renew rental use contracts annually.
- 2) Access to the building will be by a key issued to a group representative. A key deposit is required.

## **SPECIAL GUIDELINES FOR ONE-TIME EVENTS OF COMMUNITY GROUPS OR PRIVATE CELEBRATIONS BY CHURCH MEMBERS:**

- 1) Persons or groups seeking use of the building for a one-time event for a group or individual unaffiliated with First Unitarian Church (FUC) may apply for use through the office on the Rental Application Form. One time events require approval of the Building Supervisor, Building Use Committee (BUC), or the Minister (or their designees).
- 2) No rental fees shall be charged for weddings of church members or their children. Deposits and building supervisor fees shall apply. For other private events, church members will be charged according to the rental schedule.
- 3) No rental fees shall be charged for memorial services or funerals and memorial receptions for church members, their spouses, parents, or children.
- 4) Deposits against damage or cancellation shall be required of all sponsors of one-time events. **Should the renter cancel the contract within 14 days of the scheduled event, the renter shall forfeit the security deposit.**
- 5) The building supervisor or a designated substitute (a church member with a key) shall provide access to the building for public events (weddings, fundraisers, graduations, concerts, etc). Church members may access the building for private events by use of a key issued for that single event.

## **SPECIAL GUIDELINES FOR ONE-TIME AND RECURRING MEETINGS OF MINISTRIES, COMMITTEES AND GROUPS THAT ARE A RECOGNIZED PART OF CHURCH PROGRAMMING, INCLUDING SPECIAL INTEREST GROUPS AND UU AFFILIATE GROUPS:**

- 1) Access to the building will be by keys issued to group chairpersons or representatives. No key deposit will be required.

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## IN AN EMERGENCY:

Police or Fire: 911

Non-Emergency Police (downtown precinct): (502) 574-7111

Office Administrator (502) 494-8937

Building Supervisor (502) 445-9262

*Additional Numbers: on the counter in the Volunteer Area*

## PROCESS TO OBTAIN A KEY:

1. In order to receive a key card to the church, the user must complete the *Key Check-Out Form* completely. Upon approval you will receive your designated key.
2. All keys are the property of First Unitarian Church. Keys are shared with those that need them in order to use the building. Once that need is complete, the key must be returned.
3. When using the building, the user agrees to not allow unauthorized people to enter.
4. Key deposit is \$5.00.
5. Non-Church groups must have a contract on file. Church groups need to reserve meeting times and locations using the Event Schedule Request form or schedule by e-mail to [office@firstulou.org](mailto:office@firstulou.org)

*I have read and understand the Rental Rules and agree to comply.*

\_\_\_\_\_  
Renter's Signature

Date:\_\_\_\_\_.

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## KEY CHECK-OUT FORM

*please print legibly*

Name Of Group:

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Name of Responsible Person:

---

Phone:

---

Email:

---

Address:

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*Non-Church groups are required to provide a second contact person in case the original person is unavailable.*

Secondary Contact Name:

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E-mail address:

---

Phone:

---

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Reason for Key:

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I agree to the terms above and am accepting this key in good faith.

Check out: Signature \_\_\_\_\_

Date \_\_\_\_\_

Check in: Signature \_\_\_\_\_

Date \_\_\_\_\_

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*(Office use only)*

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*Authorized First Unitarian Building Use Team Member Verifying Return/ Date*

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