

## Rental Fees and Services

### POLICY

Lakehead Unitarian Fellowship offers its facilities for the use of its members and friends and for the benefit of the citizens of The City of Thunder Bay and District. LUF will determine fees and guidelines for the use of the building and will make these requirements known to potential rentals in advance of the rental agreement being signed.

### USER GUIDELINES

1. All LUF space must be arranged and booked with the LUF Administrator (contact information at top of page).
2. The rental of LUF space is considered on a first-come, first-served basis, with respect to the following priorities:

Rites of Passage (e.g. wedding, memorial)	may be booked anytime
Celebrations (birthday, anniversary) for LUF member	may be booked anytime
Non - LUF activities - Sunday to Thursday	may be booked anytime
Non - LUF activities - Friday & Saturday	may only be booked a maximum of six weeks prior to the event

3. Special arrangements may be made, by written application to the LUF Board of Directors.
4. Alcohol may only be served with a liquor license and LUF Board approval. The renter is responsible for acquiring their liquor license.
5. The kitchen can be used for re-heating, staging and organizing food but not for cooking. If tea and coffee are being prepared, renters are encouraged to use and wash LUF's dishes in the dishwasher, which is preferred over the use of paper plates and cups.
6. Confetti is not permitted.
7. Lakehead Unitarian Fellowship is a SCENT FREE and NUT FREE building. Please respect this policy and ask your participants to respect it as well.
8. Following your event, make certain that ALL doors are locked, fire doors are closed, lights are off.
9. Any garbage and recycling resulting from the event should be placed in receptacles provided.
10. The hall and kitchen must be left clean and organized the way it was upon arrival. All rentals require a \$50.00 Deposit which will be refunded upon satisfactory inspection of the premises.
11. Payment of the Rental Fee and Deposit (by cash or cheque), will secure the booking. If paying by cheque, please write a separate cheque for the \$50.00 deposit. Cheques are payable to the Lakehead Unitarian Fellowship (or LUF).
12. In case of damage and/or extra-ordinary cleaning requirements, additional fees will be charged in order to return the facility to its original condition.
13. The building key must be picked up during LUF office hours prior to the event and returned during office hours following the event.
14. This rental does not include audio-visual equipment unless special arrangements are made, additional fees will apply.



Maximum Hall Capacity	LUF Recommendation	By Order of the Fire Department
Non-Fixed Seats	120	150
Non-Fixed Seats with tables	90	132
Non-Fixed Seats with tables and dancing space	70	112



### BUILDING RENTAL FEES

These fees apply to the use of the facility for a morning, an afternoon or an evening

For 2 time blocks in one day multiply by 1.5

<b>Hall:</b> Sunday to Friday day	\$ 65.00	\$ 97.50
<b>Hall:</b> Friday Evening & Saturday	\$ 85.00	\$127.50
<b>Basement</b>	\$ 25.00	\$ 37.50
<b>Kitchen</b>	\$ 20.00	\$ 30.00

### RENTAL AGREEMENT

Please complete and submit the agreement prior to the rental date

Date & Time of Rental		
Repeat Rental (weekdays only)	Start Date:	End Date:
Type of Event		

Name of Organization Or Individual(s)	
Contact Person & Phone	
E-mail	
Address	

Do you require any of the following services at additional charge?		
Lay Chaplain	Pianist	Audio Visual Equipment
<b>Rental Fee</b>		
Payment of _____ Received by Cash/Cheque on _____ by admin _____		
Deposit of <b>\$ 50.00</b> Received by Cash/Cheque on _____ by admin _____		

**I have read the User Guidelines, and agree to its terms and fees.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name