

## Unity Center of Peace (UCP) Rental Policy Statements

1. As events are the public face of Unity Center of Peace, the form and content of all events must be approved in advance by the minister and the Board of Trustees. Use of premises for any illegal purpose is prohibited. If it appears that any group contracting for use of the premises intends such use, any Board member or Minister may cancel such contract immediately.
2. Children may be present only in the direct care of responsible adults. They must never be left unattended on Center premises at any time.
3. UCP is not responsible for any personal possessions belonging to renters or those attending events sponsored by them. Please do not leave valuables such as pocketbooks, clothing, books, etc. unattended. Any personal or group property left on the Center premises shall be at your own risk.
4. Renter must sign the "Facility Usage and Hold Harmless Agreement".
5. A "Limited Special Occasion Permit" must be obtained by the renter for a \$50 fee, through the North Carolina ABC Commissions board ( <https://abc.nc.gov/Permit/QualificationLSO/> ) for events **servicing alcohol** (beer, wine, champagne). UCP allows ONLY beer, wine and champagne at wedding, anniversary and/or ceremonial events.  
A copy of the permit must be submitted to UCP prior to the event to bind the rental agreement. Otherwise, UCP reserves the right to cancel the event.
6. A "Special One-Time Permit" for the **sale of alcohol** at a wedding or ceremony must be obtained through the NC ABC Commissions Board (<https://abc.nc.gov/Permit/QualificationSOTNP/> for a \$50 fee. A copy of the permit must be submitted to UCP prior to the event to bind the rental agreement. Otherwise, UCP reserves the right to cancel the event.
7. Renters are required to remain in areas specified in the agreement, and are responsible for keeping group participants confined to those areas. A respectful noise level should be maintained at all times.
8. In the interests of security, the Center staff, may, at their discretion, politely question those on the premises. Renters are also requested to politely question anyone who arouses their suspicions and to alert a Center staff member and/or call 911 for the Chapel Hill Police if they feel at all uncomfortable.
9. Deposits: Room Hold Deposits are \$50 for the Sanctuary and \$20 for all other rooms. These deposits are due at the time of reservation and will be applied to the rent. For weddings and large events there is an additional \$250 refundable **security deposit** required at least 24 hours prior to the event date. A refundable **security deposit** of \$125 is required for alcohol use at the event. A separate check is required for each deposit.
10. 50% of a room hold deposit is refundable with a cancellation occurring with at least 2 weeks notice. There will be no room deposit refund for events cancelled with less than 2 weeks notice.
11. Cleaning Fees/Deposits: For weddings and large events, a \$75 **cleaning fee** is required at the time of reservation. For regular events a \$50 **cleaning deposit** is required at the time of reservation. A separate check is required for cleaning fees and deposits.  
  
UCP reserves the right to keep all or part of the cleaning deposit if building is not left clean and orderly, according to facility regulations.
12. The entire amount for the rental and/or cleaning deposits and fees are due 48 hours prior to the start of the event.
13. Renter shall abide by all written policies and adhere to agreed upon fees. Failure to comply with any of these provisions will void the rental agreement and result in possible additional fees.
14. Weekly rates are negotiable and ongoing leases are negotiated with a UCP Board of Trustee member and bound by a contract agreement.

## Unity Center of Peace Facility Regulations

1. The Center should be left in the clean and orderly condition in which it was found.
2. Seating Capacity: Sanctuary seats 75. Chapel seats 12. These limits are not to be exceeded.
3. Setup prior to an event is allowable as long as it does not conflict with other Center events and is scheduled in advance. The hours for setup are included in the total rental hours. Event breakdown must occur on the event end date.
4. Devices that might overload electrical circuits, or anything else that may be deemed a fire hazard are prohibited. Drip-less freestanding candles and votive candles may be used. Real candles are not allowed in the windows/window sills.
5. Nothing may be attached to building walls, chairs, ceilings or floors (no nails, push pins, tape, commando strips). Use of rice, confetti, sequins and glitter are not permitted. Use of biodegradable confetti such as flower petals or bubbles are fine. All decorations must be removed at the end of each event.
6. The renter is responsible for set-up and break-down of all tables and chairs used at functions. All furniture shall be placed back in its original position unless prior arrangements have been made.
7. No equipment, staging, furniture, etc. shall be brought into the facility without previous Center approval.
8. Piano and Sound System
  - a. Do not place items, that could cause damage, on top of the piano; such as candles, dishes, plants, etc. Tenants may be assessed a fee to repair any marks, nicks, scratches, or damage of any kind to the piano or sound system during use.
  - b. Please do not move the piano or soundboard.
  - c. If you have an agreement with us to use the soundboard, please leave the settings as they were and always switch it off and lock the cabinet before leaving.
9. Food and Beverages
  - a. Renter must bring their own refreshments such as coffee, tea, sodas and food of any kind.
  - b. Any damage, cleaning, or replacement costs due to consumption of food or beverage, will be the responsibility of the renter. Renters, please be mindful of food and beverages in the Sanctuary and Chapel to avoid spillage.
10. Kitchen Use
  - a. Center dishes, silverware, pots and pans, tablecloths and towels are not to be used for non-UCP events.
  - b. The Center's coffee makers and electric tea kettle are available for use provided they are cleaned after use. Microwave, oven and stove may be used to heat/re-heat food; Temporary food storage is permissible in refrigerator. The kitchen may be used for the purpose of heating and serving, but not for cooking/preparation of meals. Please ensure that the kitchen is cleaned and floor is swept after each use.
  - c. \*Non-UCP members use of dishwasher is not allowed.
  - d. \*Non-UCP members use of Center dishes, pots/pans, silverware is not allowed; you must bring your own.
  - e. UCP operates on an Earth Care philosophy. Trash and recyclables are to be placed in the appropriate labeled containers in the kitchen. Please do not place recyclables in the trash. We highly encourage composting any scrap food or biodegradable plates, napkins and utensils in our compost bucket. We discourage the use of plasticware and encourage the use of biodegradable/compostable serving ware. You can order these on amazon at a reasonable cost.
11. Smoking
  - a. Smoking anywhere indoors is prohibited at all times.
  - b. Smoking is only allowed outside the building. Smokers can smoke at the outdoor smokers station and use the tall, gray plastic "smoker's outpost" to discard cigarette butts.
  - c. It is the responsibility of the renter to clean up any smoking materials dropped on the grounds. Failure to do so may result in full or partial loss of rental deposit.
12. Alcohol

Beer, wine and/or champagne may be served at wedding, anniversary or ceremony events only. Please review the attached UCP Alcohol Use Policy and Liability Agreement.
13. Building Access and Security
  - a. You will be given an access code to the building for your allotted event time.
  - b. Check doors and windows to make sure they are all locked before leaving.
  - c. Make sure all lights and appliances are turned off before leaving.
  - d. When you close and lock the front door upon leaving, check to be sure the latch has securely bolted the door.