

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 community, whose activities align with LUF's principles and values. We are a non-partisan organization and do not rent to political groups. Renters are required to describe the type of event they wish to hold. 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. All renters must provide a **certificate of insurance** for their event. Insurance may be obtained through PALcanada.com or DUUO.ca or your personal insurance broker may have special event liability insurance through programs such as Premier Group Event Liability.
6. Anyone using the kitchen for commercial use, must obtain certification from the Health Unit.
7. Booking the kitchen includes use of appliances and dishes, mugs, etc. which is preferred over the use of disposable plates and cups.
8. Confetti and glitter are not permitted.
9. Lakehead Unitarian Fellowship is a SCENT FREE and NUT FREE building. Please respect this policy and ask your participants to respect it as well.
10. Following your event, make certain that ALL doors are locked, fire doors closed, lights off.
11. Any garbage & recycling resulting from the event should be placed in receptacles provided.
12. The rooms must be left clean and organized, how they were upon arrival. All rentals require a **\$250.00** Deposit which will be refunded upon satisfactory inspection of the premises.
13. 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 \$250.00 deposit. Cheques are payable to the Lakehead Unitarian Fellowship (or LUF).
14. 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.
15. The building key must be obtained prior to the event and returned following the event.
16. This rental does not include audio-visual equipment unless special arrangements are made, additional fees will apply.

Capacity	Lower Level		Upper Level	
	LUF Recommends	Absolute Maximum	LUF Recommends	Absolute Maximum
Non-Fixed Seats	100		125	
Non-Fixed Seats with tables	80			
Non-Fixed Seats with tables and buffet tables	70			
Non-Fixed Seats with tables and dancing space	50			

BUILDING RENTAL FEES

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



Upper Level:	\$ 100.00
Lower Level excluding kitchen:	\$ 100.00
Lower Level + Kitchen:	\$ 150.00



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
Rental Fee		
Payment of _____	Received by Cash/Cheque/E-Transfer on _____ by admin ___	
Deposit of \$ 250.00	Received by Cash/Cheque/E-Transfer on _____ by admin ___	

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

Signature

Date

Print Name

Revised December, 2024