

## Unity Center of Peace (UCP) 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/Room 103 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 with approval. 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
  - Do not place ANY items, on top of the piano. 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.
  - Please do not move the piano or soundboard.
9. Food and Beverages
  - Renter must bring their own refreshments such as coffee and coffee filters, tea, sodas and food of any kind.
  - 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.
  - Clean-up rags are located underneath the kitchen sink. Dirty rags go underneath the kitchen sink in the left side cabinet container.
10. Kitchen Use
  - Center dishes, silverware, pots and pans, tablecloths, towels and dishwasher are not to be used for non-UCP events.
  - The Center's coffee makers and electric tea kettle are available for use provided they are cleaned after use and UNPLUGGED. 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 clean and floor is swept after use.
  - 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 throw food in our trash receptacle. We highly encourage composting any scrap food or compostable plates, napkins and utensils in our compost cart on the back deck. We discourage the use of plasticware and encourage the use of compostable serving ware. You can order these on amazon at a reasonable cost.
11. Smoking
  - Smoking anywhere indoors is prohibited at all times.
  - NO SMOKING on premises during the week M-F, 7am-6pm. State Law prohibits smoking on any premise where a daycare resides. To smoke you will need to either walk up the driveway onto the sidewalk away from the UCP sign or go up the trail past the labyrinth, across the railroad tracks off UCP property.
  - 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 security deposits or additional cleaning fees.

## 12. Building Access and Security

- You will be given an access code to the building for your allotted event time.
- Check doors and windows to make sure they are all locked before leaving.
- Make sure all lights and appliances are turned off before leaving.

## 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 purses, wallets, iphone, clothing, books, etc. unattended. Any personal or group property left on the Center premises shall be at your own risk.
4. Renter must read and sign both this document as well as the "Facility Use and Hold Harmless Agreement". Return to [office@unitychapelhill.org](mailto:office@unitychapelhill.org).
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 **serving free alcohol** (beer, wine, champagne). 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. UCP allows **ONLY** beer, wine and champagne at events.
6. A "**Special One-Time Permit**" for the **sale of alcohol** at any event 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. UCP allows **ONLY** beer, wine and champagne at events.
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. **Contract Signing and Full Rental Payments:**  
Renter must sign the rental contract within 5 days of submitting the online rental application in order to hold the room reservation. Full Rental Payment is due upon signing the rental contract.
10. **Non-refundable Cleaning Fees:** \$70-\$100 for weddings and large events or events lasting more than one day (serving food/beverage). Small events \$35. This fee is used for cleaning the floors after each rental.
10. **Refundable Security Deposits:** For events **serving food/beverage/alcohol** there is a **\$250 refundable security deposit**. For regular events, not serving food or drinks there is **\$150 refundable security deposit**. Payment of Refundable Deposits are required at the time of the reservation. A separate check payment is required for each security deposit.

## 11. REFUND POLICY:

All Cancellations will receive a refund of all monies paid minus a \$50 cancellation fee.

I \_\_\_\_\_ (print name) have read and agree to uphold the UCP rental policies and facility regulations as stated front and back of this document.

Signature: \_\_\_\_\_

Updated 02/08/2024