

United University Church/ EVENT CONTRACT

817 West 34th Street Los Angeles, CA 90089

Office: (213) 748-0209

FAX: (213) 748-5531

SANCTUARY RENTAL
USC Faculty, Departmental Rental & Student Association/Group Rental

Event Date: MONTH _____ DAY _____ YEAR _____

Time In: _____ Time Out: _____

CHECK OR Circle: Rental Area:

Sanctuary Fellowship Hall Peace Center Fellowship Garden

Contact Name: _____ Purpose/Type of Event _____

USC Dept. Office or Student Association: _____ (Ext) _____

Phone: _____ Email: _____

Reception: No Yes *CHECK OR Circle: Rental Area * RATES BELOW PER HOUR

Moulton Hall Gallery (\$65.00 additional fee) Fellowship HALL (\$100.00 additional fee)

Fellowship Garden (\$65.00 additional fee)

Send invoices to: NAME: _____

OFFICE/DEPARTMENT/ORG: _____

USC MAIL CODE: _____

BLDG. & RM #: _____

Notes: *Special Set-up required:*

I have read and agree to the rules and guidelines for Usage of the United University Church/Facilities printed on the back of this form.

Print: _____
Sign: _____

SEND CHECK TO: United University Church
817 West 34th Street
Los Angeles, CA 90089

ONLINE PAYMENT AT:
<http://www.uniteduniversitychurch.org/donate/index.html>

INVOICE/ TOTAL FEES
USC Vendor Code: 10789
TAX ID #: 95-3775859

Time In: _____
Time Out: _____

Total Time: _____

X \$45 hr.: _____

+ 10 % Admin. Fee: _____

+ Reception Fee: _____

TOTAL DUE: _____

United University Church (UUC) is a private church that is NOT affiliated with the University of Southern California (USC). **Our sanctuary is first and foremost a place of worship and EVERY individual and organization that rents it must keep the sanctity of this space in mind when planning an event.** With this in mind, please refrain from any speech or activity that infringes upon the sanctity of this holy space. **UUC SANCTUARY:** must be returned to its original condition (worship setup) immediately after all Recital/events. Food of any kind is not allowed in the Sanctuary - Removal of the Sanctuary décor is not allowed without prior consent from the UUC Administrator. Renters are responsible for the action of all guest.

Given the popularity of this venue, the USC Music Department maintains and regularly tunes a grand piano in our sanctuary. **Only the USC piano may be used for non-church related musical programs in the sanctuary.** **The Thornton concert instrument usage-**in unconventional ways. "Unconventional" uses might include the removal of the Piano lid, placing items on or in the strings, striking the Strings with mallets, etc. We do not allow this on any Thornton instrument without consultation and approval from our piano technical staff.

SCHEDULING: Your event will NOT be placed on the formal events calendar until all non-refundable fees are paid. If you event is cancelled for ANY reason, the fees you paid will NOT be refunded. However, you may POSTPONE your program to a date within four months of the original date without incurring new charges.

Stage Management: You are renting space ONLY. The church does NOT provide stage management services.

YOU MAY NOT: (a) Sell Tickets (b) Smoke on church premises (c) Serve alcoholic beverages on church premises (d) Move the pews in the sanctuary (e) Move the organ (f) Allow your guests to consume food or drink in the sanctuary.

Security: One of the church's security staff persons will arrive at the set-up time you indicate above. This person will be charged to open the facility, remain present to assist with emergencies and to ensure that all operations are consistent with fire codes. Also, this person will close the facility at the "Time Out" hour you indicated on your contract. You will be charged \$45.00/per half-hour (in half-half increments), if the security person must remain beyond the time you indicate ON FORM. **This person will NOT clean up after you or your guests, nor will this person act as a stage manager!**

Reservation Cancellation Policy: No Refund for Cancellations!!! Cancellation of Event/Recital will result in the loss of payment/deposit. Changes to reservation are allowed – Changes made one (1) week before on the day of event renter will incur a \$25.00 penalty/fee. Change of date and time is allowed if the date and time is available – without charge.

Clean Up is YOUR responsibility: Schedule enough time for you or a friend to move through the pews of the sanctuary to pick-up any trash left behind by your guests (programs, tissues, etc.) at the conclusion of your program.

Receptions: If you hold a reception in the Moulton Hall Gallery (either before or after your program), you **MUST** remove everything you brought with you and ALL trash (there are dumpsters across the street). The security person **WILL INSPECT** the facility at the conclusion of the evening. **Again, you will be charged additional fees, if security personnel must remain beyond the stated "Time Out" while you clean up behind your guests.**

Use of Organ: IS NOT ALLOWED!!! The church maintains an excellent Rodgers pipe organ with 104 speaking stops. It is a combination of the church's original acoustic organ and modern electronic additions, making it a unique, inspiring instrument. It is available for RENTAL PROVIDED A TRAINED PROFESSIONAL IS APPROVED.

Concert/Recital Set-Up: The setting up -- and the removal -- of music stands, chairs, moving the piano, installation of risers, etc. is the responsibility of the renter. **PLEASE NOTE:** The church has approximately 15 chairs and 15 stands. If you require more than the listed number, you are responsible for obtaining these. USC Thornton- **Music Operations does NOT provide additional chairs and stands to the church sanctuary.**

Recording Services: The church does NOT provide recording services. You must closely supervise any vendor hired, and you are responsible for any damage they cause.

Parking: Your guests may NOT park in the church's parking lot during the work week (Monday– Friday). All of our parking spaces have been leased to our building's tenants. Please contact the USC Transportation Services Office: (213) 740-4545. They can arrange for your guest to park in Lot M, next door, behind the University Religious Center. Recital scheduled on weekends are free to park on a first in policy—to reserve the parking lot for your even—prior arrangements must be made with the UUC office—\$150.00 for 4 hrs.

Other: The Church is NOT responsible for lost or stolen property/valuables left anywhere in the UUC building or on our premises. It would be wise to leave your personal valuables at home.

Duane Davidson, Administrator
United University Church (UUC)
(213) 748-0209 ext #10
duanedav@usc.edu