



BUILDING RENTAL POLICIES AND PROCEDURES

On Going and Occasional Rentals Policies and Procedures:

1. DEPOSITS:

- a. A rental deposit is required for all ongoing and occasional facility rentals. Please see the Facility Rental Fees for prices.
- b. Please note: Rental Deposits are refundable ONLY if the building is left in a clean condition after each use, with all trash and decorations removed and properly disposed of in the trash containers outside the Fellowship Hall door.
- c. Deposits will be returned in the form of a check, to the address given on the Rental Request form. Please note that deposit return check request needs various approvals and may take approximately 2 weeks.

2. INSURANCE:

- a. ~~User must provide Unity of Citrus County with an original Insurance certificate 30 days prior to e first rental. A minimum general liability limit of \$1,000,000 and a waiver of subrogation is required. Unity of Citrus County requires this coverage to include; an additional insured endorsement and Hold Harmless Identification in the favor of Unity of Citrus County~~

3. NONPROFIT AND/OR TAX EXEMPT USERS:

- a. Building Rental Fees will be charged at the regular rate unless a Nonprofit or Tax Exempt Certificate is submitted with the Rental Request form.

4. RENTAL PAYMENTS:

- a. Building users have the option to pay MONTHLY or ANNUALLY for their rental. Rental payments must be made in full before each building use.

5. BUILDING KEYS:

- a. Building renters are given a building key the day before the rental, or on Friday if the rental takes place over the weekend or a Monday.
- b. Keys will only be given out, and received, at the Unity office at 2628 W. Woodview Lane, Lecanto FL 34461.
- c. Keys must be returned to the Unity of Citrus County office the day following the rental, or on the following Tuesday if the rental takes place over on Friday, over a weekend.
- d. Users may request to keep the building key signed out for the duration of the rental period. This can only be approved by the Church Minister
- e. Passing of the key between members of the rental group is strictly prohibited and will result in the cancellation of Rental Privileges and the forfeit of all deposits.



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6. BUILDING USE:

- a. All building rental requests are on a first come first served basis...
b. Renters are ONLY allowed in the building during the times outlined on their contract.
c. The building must be cleaned after each use and left in the same condition as it was found prior to the event.
d. All lights and fans must be turned off.
e. Report any problems to Unity of Citrus Office (352) 746-1270 during regular business hours Tuesday through Friday 9:00 a.m. – 4:00 p.m. CALL 911 FOR EMERGENCIES.
f. Smoking and all Tabaco use, including e cigarettes and vapors devices, is prohibited within the Unity of Citrus County buildings, and wooded areas.
g. Use of Unity of Citrus County materials and office supplies is not allowed.

7. RENTAL CHANGES AND/OR CANCELLATIONS:

- a. Any changes to the rental can be done via email or in writing by the person listed on the user form No verbal requests to change or cancel dates are accepted.
b. Dates changes can be requested up to 2 weeks prior, depending on availability. Cancellations must be done prior to 1st of the month of the scheduled rental.

I have read and understood the above BUILDING RENTAL POLICIES AND PROCEDURES.

Print Name, Group Name, Email, Contact Phone #, Signature, Date

Revised: October 18, 2017