

# THOREAU WOODS UNITARIAN UNIVERSALIST CHURCH LEASE AGREEMENT

Name of Lessee: \_\_\_\_\_

The Lessee or alternate responsible party must be always present.

Alternate Responsible Party: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Lessor: Thoreau Woods Unitarian Church

Physical Address: 144 E. Mosley Lane, Huntsville TX 77340 Mailing Address: P.O. Box 6751, Huntsville TX 77342-6751 Phone Number: (936) 439-9505 Email: [info@twuuc.org](mailto:info@twuuc.org)  
Meeting Room only (20 people maximum) Voting Members \$25/hour, \$50 deposit Nonmembers \$50/hour, \$100 deposit

Sanctuary only (100 people maximum, 2 hour minimum) Voting Members \$37.50/hour, \$75 deposit

Nonmembers \$75, \$150 deposit

Whole Building (125 people maximum, 2 hours minimum, excludes church office) Voting Members \$50/hour, \$100 deposit.

Nonmembers \$100/hour, \$200 deposit

There is an additional \$100 alcohol deposit. No alcohol served to minors. No alcohol may be sold. Events providing alcoholic beverages require the attendance of a security guard. Lessee is responsible for hiring a security guard.

Please check if this is a recurring rental. The deposit will be kept until the agreement is terminated. Payment will be made in advance monthly. Lessee may be provided a key. Lessee will be responsible for turning off lights, resetting the air conditioning to 78 degrees and locking doors.

Voting members may use the facilities at no cost for weddings or funerals.

Certain non-profit organizations (meeting room only) may be eligible for free rental.

Check if you are requesting free rental – indicate reason: \_\_\_\_\_

Date **and time range** of Rental.

Room(s) Requested:      Meeting Room      Sanctuary      Whole Building

Nature of function to be held: \_\_\_\_\_ Expected attendance: \_\_\_\_\_

Please Initial next to each of the rules, stating you have read and understand:

- Absolutely no smoking in the building. Smoking is allowed on the property, but Lessee will be responsible for any damage to the grounds.
- The lessee shall provide proof of liability insurance for their event and are responsible for all fees for such insurance. Damages over the Deposit amount will be claimed on the insurance provided.
- Cancelled events: Full refund with more than one week's notice. Less than one-week, rental fee will be returned, deposit will be kept.
- Property must be equal or better than you found it. If kitchen facilities are contracted for use, they must be left clean, trash removed, and dishes washed. Any broken dishes must be reported. Any damage to property, including furniture, equipment, musical instruments, PA system, or any necessary cleaning will be taken from deposit. The remainder of the deposit, if any, will be refunded within one month.
- All rentals include restrooms, parking lot, and patio areas.
- The church is not available on Sundays from 8 am to 1 pm.
- No pre or post activities allowed. You will get the key when your reservation starts and return the key when your reservation is over unless alternate arrangements are made. Additional hourly fees will apply and may be taken from deposit.
- Lessees are responsible for the behavior of their guests, including any damages.
- No animals other than service animals without prior authorization.
- Lessee and guests must follow all laws, including use of illegal drugs.
- No use of glitter, confetti, rice, or fireworks are allowed in the building or on the grounds. Birdseed and bubbles are allowed outside.
- No firearms are permitted in the church or on the church property.
- The church reserves the right to refuse rentals for any group that discriminates based on race, color, ethnicity, gender, age, religion, disability or sexual or gender orientation.
- It is the responsibility of the Lessee to maintain a respectable noise level. The church is in a residential neighborhood. Excessive noise after hours may result in reporting to law enforcement.
- Parking is limited.
- Damages exceeding the deposit will be the responsibility of the Lessee.
- In advertising your event, Lessee should not use "Thoreau Woods Unitarian Universalist Church", initials or part thereof as if the church were sponsoring the event, rather "meeting at .." or another qualifier should be used.

I have read the TWUUC Lease Agreement in its entirety and agree to abide by it. TWUUC will provide a copy of this agreement after both parties have signed. This agreement is not in effect until both parties have signed and the deposit has been paid. The remainder is due one week prior to the event. Please make checks payable to TWUUC. This agreement does not include any human services or staffing on the part of the church. Wedding or Funeral officiants or musicians may be contracted separately with the individual involved and is not part of this agreement.

Signature of the Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Responsible party: \_\_\_\_\_ Date: \_\_\_\_\_

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FOR CHURCH USE Only

Approved   Denied   More Information Needed

Copy of Liability Insurance Received: Yes   No

Deposit Received: Amount: \_\_\_\_\_ Payment Type: \_\_\_\_\_

This application, insurance information and deposits has been received by: \_\_\_\_\_

Additional Information:

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