

UNITY COMMUNITY OF CENTRAL OREGON (UCCO)

63645 Scenic Drive, Bend Oregon 97701

Phone 541-388-1569

www.unitycentraloregon.com

Facilities Rental Overview

Unity Community of Central Oregon (UCCO) rents facilities to not-for-profit groups, institutions and individuals engaged in outreach and service to the community and region. The published fee structure below embraces all groups seeking to rent rooms and gathering spaces. These fees cover costs of heating, air conditioning, lighting, facilities maintenance, administrative expenses, set up, clean up, and audio visual and sound equipment (UCCO media technician must hired to operate this equipment).

Memorial Services and Wedding Ceremonies are scheduled with their own fee schedules. To schedule services or ceremonies, contact the Event Manager.

As an organization, we retain the right to deny rentals based on our organizational philosophy and values, our scheduling priorities, and any knowledge we have of your conduct as a renter.

Room Rental Rates

For Profit	\$150.00 for first hour \$75.00 each additional hour \$600.00 for 8 hours	\$75.00 for first hour \$40.00 each additional hour \$300.00 for 8 hours	\$50.00 flat fee
Non Profit	\$75.00 for first hour \$50.00 each additional hour \$375.00 for 8 hours	\$50.00 for first hour \$25.00 each additional hour \$200.00 for 8 hours	\$25.00 flat fee
Member	\$50.00 for first hour \$25.00 each additional hour \$200.00 for 8 hours	\$25.00 for first hour \$15.00 each additional hour \$115.00 for 8 hours	Complimentary

*When renting the Sanctuary, the Foyer is automatically included since guests have to walk through this area to access the Sanctuary.

Administrative Fee

A one-time fee of \$75.00 is charged per event for a facilities walk thru, instructions on use of thermostat and basic lighting, insurance check, unlocking/locking building on day of event, and for the Event Manager to be available by phone both before and during your event. This fee is waived for Unity Members.

Cleaning Fee

Groups under 50 have the option to handle cleaning on their own or they can pay the cleaning

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fee. If cleaning on your own, it is the responsibility of the Group to ensure the rooms and kitchen area are left clean which includes removal of any of Group's handouts or flyers, floors are swept and/or vacuumed, foyer floors spot mopped, coffee cups and utensils cleaned and put away and is trash removed. Should UCCO decide the rooms were not left in satisfactory condition, this amount will be deducted from your security deposit.

For groups over 50, we require an additional cleaning fee. The fee is \$85.00 for the Foyer and \$110.00 for the Sanctuary and Foyer.

Refundable Security Deposit

A security deposit of \$100.00 for groups under 50, \$250.00 for groups over 50 is charged for each event. You will be billed for any damages, loss, additional services and/or overtime use fees after the event. If there are no damages or additional fees your security deposit will be mailed back to you within 14 business days after the date of the event.

Rental Deposit

50% of the anticipated rental fees is due to hold the space for your event. The balance of rental fees and any other arranged services will be due 30 days prior to the event. If an event is booked inside of 30 days, 100% off rental and service fees will be due.

AMENITIES

Coffee/Tea service

Strictly Organic coffee and tea service, including creamer, and a variety of sweeteners is available for \$15.00 per pot. Approximately 50 ceramic cups are available for complimentary use. You can bring in your disposable cups or they can be provided at a charge of \$15.00 per 50 cups. Please make arrangements in advance if you need coffee and/or disposable cups for your event. A host may be required.

Continental Kitchen / Wet Bar

There is a double kitchen sink, mini refrigerator, dishwasher and a buffet bar available for complimentary use in the Foyer.

Kitchen Utensils and Serving Dishes

There is a selection of serving utensils and bowls and platters available for complimentary use. If food will be served, Group is responsible for providing flatware, dishes and glasses.

Parking

UCCO provides onsite parking free of charge for 100XX cars. Check with the Event Manager if you will need additional parking.

Wifi

Guest WiFi access is available but may not be used to view inflammatory, explicit, or offensive material. Please arrange for use in advance, with the Event Manager.

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ADDITIONAL SERVICES AVAILABLE

A/V and Sound System

UCCO's AV and sound system is available only for use under the supervision of one of our A/V Team sound technicians. This service is provided at an hourly charge.

Event Host

An event host can be requested to be on-site with your group throughout the time you have rented the building for and additional fee.

Minister

UCCO is available for weddings of members and non-members, including those with no formal religious affiliation. All weddings are to be officiated by the current minister of UCCO. The wedding couple will consult with the Minister and design a service. Scheduling of the building, planning details, and paperwork will be done by the Event Manager.

Music

If you need our pianist or musicians, there will be an additional charge based on scope of request. Group may not use any of existing musical instruments in the facility.

POLICIES

Alcohol Use

Only wine, champagne and beer may be served at events at UCCO, per the alcohol policy. No alcohol may be made available to anyone under the age of 21. Non-alcoholic alternatives must always be made available. Renters wishing to serve alcohol will be required to show proof of insurance to do so, with UCCO as an additional insured. Some events may require an OLCC temporary license. If you are planning to serve alcohol, we will review the requirements with you. We follow Oregon Liquor Control Commission (OLCC) guidelines.

Animals

No animals, except for service animals, are permitted in the building unless authorized by the Event Manager.

Displays and Decorations

If decorations and displays are put up, they must not damage UCCO property and must be removed at the conclusion of the event. Never nail, thumbtack, paste, glue, tape or affix anything to the walls, musical instruments, or other furnishings. Candles are allowed for table decorations only if they are contained by a hurricane shade or water base. All space used must be restored to its original condition. Items on the UCCO walls (artwork, notices, etc.) MUST NOT be removed or altered without permission of the Event Manager. We do not allow glitter, helium balloons or fog machines.

Environmentally Friendly Practices

To help make our community a healthier place to live and work, UCCO supports and

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encourages environmentally friendly practices. These include: using the compostable disposable plates, cups and utensils as an alternative to plastic ware and paper products; purchasing materials that are recyclable and/or made of recycled content; reducing and recycling waste; and selecting vendors, caterers and suppliers who are willing to meet waste minimization goals.

Event Promotion

All posters, fliers, announcements and advertising for your event must include a contact phone number from your organization, not the UCCO office number. The event location must be listed as Unity Community of Central Oregon on all event promotion materials. UCCO is not to be listed as an "Event Center".

Fire Regulations

You must observe all city fire regulations while using the building.

Food and Beverage

Food and beverage should be served and consumed in the Foyer space only. No food or beverage is allowed in the Sanctuary.

Inclement Weather

In case of inclement weather (ice, snow, flooding, or fire) the Event Manager will confer with the Group to determine if the event can proceed safely as scheduled.

Lighting

UCCO is well lit during daylight hours and by energy-efficient lights at night. Groups that require special lighting equipment must make arrangements prior to the event. No lighting equipment may be installed under any circumstances.

Miscellaneous

Throwing of confetti, rice, glitter, birdseed, imitation flower petals, etc. is prohibited. However, natural flower petals may be used during the ceremony.

Noise

Noise must be kept within acceptable limits at all times so as not to disturb neighbors. A city ordinance forbids noise after 10 p.m. and before 7 a.m.

Personal Liability

Reservations may be made by people 18 and over, unless alcohol is being served and then you must be 21 years of age. The contact listed on the rental application must be present during the entire rental period. You, the renter of UCCO facilities, are legally responsible for activities in and around the facility during use, including damage to the facilities or injury to participants. You must provide a certificate of \$1 million general liability insurance per occurrence, with UCCO as an additional insured. For individuals or organizations that do not have a general liability policy, UCCO offers an alternative option. If alcohol is going to be served, a group must provide their own insurance and have an additional rider stating that alcohol will be

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served.

Sanctuary Stage Furnishings

These may be moved only by UCCO and only after arrangements have been made in advance with the Event Manager.

Smoking

Smoking is not permitted in any part of the building. Smoking is only allowed in the designated smoking areas at least 25 feet away from the facility.

Costs for Additional Services

- **AV/Sound:** A UCCO approved AV tech person must be used to operate the AV and Sound Systems. The charge is \$40.00 per hour, per tech person, 2 hour minimum. If both sound and visuals are used, 2 tech persons may be required.
- **Labor:** \$25.00 per hour, per person, to move around stage furnishings, change Sanctuary or Foyer existing setup.
- **Event Host:** \$25.00 per hour
- **Minister:** Varies by event.
- **Music:** Varies by event