



Single Use Rental Agreement

Name of person/group _____ Date of Event _____

Address _____

Phone _____ Email _____

Person responsible for this event _____ Phone _____

Purpose of Use _____

Building use time (include time for set up and take down): From _____ to _____

Attendance expected _____ # Cars Expected _____

Food or Drink ☐ Yes ☐ No

Is this for? ☐ Personal Use ☐ Corporation/Entity ☐ Nonprofit (attached proof)

☐ Provide proof of liability insurance coverage – All renters must provide a copy from your insurance company listing Urban Sanctuary SJ as additionally insured is required at least one week prior to the event.

Rules

Rental hours are between 8 a.m. and 10 p.m.

Back patio use - please show respect to our neighbors by keeping the noise level down

No drugs or alcohol

No loud music or microphone (speakers) above 90 decibels

If any group behaves inappropriately, church staff has the authority to end the event early

Cleaning

Sanctuary: renter is responsible for removing all personal items and trash but cleaning is included in the rental fee.

All other spaces: renter is responsible for returning all tables and chairs to their original position, pick up trash, wipe off tables, and clean up spills.

Solidarity Room: in addition to the list above, clean microwave, sink and counter, and any spills in the refrigerator if used.



Parking

Weekdays– onsite parking for 43 vehicles is only available after 7pm. Most parking spaces are available after 5pm but some tenants stay until 7pm.

Saturdays – 43 onsite parking spaces are available.

DO NOT park in spaces labeled Resident/59R or your vehicles will be towed at your expense.

Offsite Parking - participants may be able to park nearby on the street.

The 4th street parking garage; entrances on San Fernando and 4th Street, first 90-minutes is free.

The 4th & St. John Parking Garage - free public parking on weekends only, from 6 a.m. to 10 p.m.

Rental Fee Payments

A deposit of 50% of total rental fee is required to reserve a rental space.

The remaining balance of all rental fees is due 1 week prior to the event.

A security deposit is required with final rental payment which is refundable after the event if all rental agreement requirements are met and there is no damage to the property.

Rental deposit cancellation refund schedule:

- Full refund when canceled at least one month prior to event
- 75% three weeks prior to event
- 50% two weeks prior to event
- 25% one week prior to event
- No refund when cancellation is less than one week prior to event

Ways to pay:

- Check made out to Urban Sanctuary
- PayPal – (Add 3% to total) <https://urbansanctuarysj.org/donate> - please list date and name of event with payment so it is credited to your event.

Initials Required

_____ I and/or the requesting group will hold First Christian Church dba Urban Sanctuary harmless for an accident or injury arising from the use of this facility

_____ I understand that payment must be provided prior to use of the facility

_____ I understand that a copy of my liability coverage listing USSJ, if appropriate, must be provided prior to use of the facility

_____ I have paid a 50% deposit upon making the reservation (unless waived)

_____ I will inform all participants of the parking restrictions

_____ I have read and agreed to the rules and regulations for use (where applicable)



Single Use Fee Schedule

Room Rental Fees

Sanctuary (2 Hour Min) Seating for 100 plus an additional 50 folding chairs

Additional tables and chairs may be brought in and removed during event rental time

Regular Rental Rate: \$400 for the first 2 hours, \$100 per hour after

Nonprofit Rental Rate: \$200 for the first two hours, \$50 per hour after

Classroom 7/Solidarity Room (1 Hour Min)

2 tables & 16 chairs

Regular Rental Rate \$40 per hour

Nonprofits \$25 per hour

Classroom 10 - Children's Room (1 Hour Min)

4 children's tables & 16 children's chairs

Regular Rental Rate \$40 per hour

Nonprofits \$25 per hour

Fireside Room (1 Hour Min)

3 tables & 20 chairs

Regular Rental Rate \$50 per hour

Nonprofits \$30 per hour

Back Patio (1 Hour Min)

3 tables 20 chairs

Regular Rental Rate \$50 per hour

Nonprofits \$30 per hour

Tech Support Staffing - Use of sound or multimedia \$100 an hour for first 2 hours, 1-hour minimum, \$50 an hour after.

Open, Close, Parking, Security Staffing - \$50 an hour for the first 2 hours, 2-hour minimum, \$30 per hour after. Hours must include a minimum of 30 minutes before and after for open and close procedures.

Special Arrangement Agreement

Agreed to by: (Pastor, Board Member, or Office Manager) _____

Arrangement: _____



Event Needs

Tech needed and Setup

Urban Sanctuary AV Tech staff required to operate AV system

Microphones (write the number you need)

_____ on stage _____ in front of stage _____ at piano _____ cordless (1 available)

_____ Livestream (Please describe) _____

_____ video

_____ slides

Room Setup and Use

Sanctuary

_____ I am bringing my own tables and chairs and will set them up

_____ # of chairs for USSJ to set up

Seating arrangement

_____ Straight rows facing the stage with a middle isle

_____ Half circle facing stage with middle isle

_____ Full circle (most of floor has a slight slope)

_____ Chairs on sloped part of the floor only with flat section in front of stage open

Other: _____

Classrooms and back patio:

Feel free to move tables and chairs stored in each room to meet your needs and return them to their original setting at the end of the event.

Thank you for thinking of Urban Sanctuary San Jose for your event needs.



Room Rental	# of hours	Hourly Rate	Sub Total
Sanctuary 2 Hour Min. Reg. \$400/\$100 Nonprofit \$200/\$50		\$	\$
Classroom 7 Reg. \$40 Nonprofit \$25		\$	\$
Classroom 10 Children's room Reg. \$40 Nonprofit \$25		\$	\$
Fireside Room Reg. \$50 Nonprofit \$30		\$	\$
Back Patio Reg. \$50 Nonprofit \$30		\$	\$
		Total	\$ Paid to Urban Sanctuary

Other Fees All Rentals	# of hours	Hourly Rate 2 hours additional	Pay Separately
Open/Close Parking/Security \$50 an hour for first 2 hours, \$30 an hour after	Add 30 minutes before & after for open & close procedures	\$ \$	\$ Paid to Urban Sanctuary
Tech Support \$100 an hour for first 2 hours, \$50 an hour after		\$ \$	\$ Paid to Urban Sanctuary

All paperwork and fees must be received at least one week prior to event

Payments by check or PayPal (add 3% to total) <https://urbansanctuarysj.org/donate>

Renter Signature _____ **Date** _____

Approved By _____ **Date** _____

Deposit of 50% \$ _____ Paid by _____ Date _____

Balance Due \$ _____ Paid by _____ Date _____

After Event Inspection _____