

**Unity of Naples, 2000 Unity Way
Naples, Florida 34112
239-775-3009**

Unity of Naples will rent various rooms for events, classes & workshops under the following guidelines:

1. All times listed include set-up time and clean up immediately following the event. The minimum cost to rent each of the following rooms are:
 - 1.1. Fellowship Hall and the adjacent kitchen \$175.00 for two consecutive hours. Each additional hour \$75.00. Maximum capacity 80 persons.
 - 1.2. Fireplace Room \$100.00 for two consecutive hours. Each additional hour \$50.00. Maximum capacity 30 persons.
 - 1.3. East Classroom \$75.00 for two consecutive hours. Each additional hour \$40.00. Maximum capacity 20 persons.
 - 1.4. Sanctuary \$750.00 for four consecutive hours. Each additional hour \$150.00. Maximum capacity 500 persons. This rate includes a sound technician for the event. This does not include use of our music equipment (piano, drums, etc.) You are to provide your own musical equipment.
 - 1.5. Courtyard \$175.00 for two consecutive hours. Each additional hour \$50.00. Maximum capacity 50 persons.
2. A separate security deposit of \$250.00 is required at time of booking and is fully refundable if all applicable church policies are followed and there is no damage to the buildings and the grounds are left in clean condition. If these policies are not adhered to the security deposit will be considered forfeited and the check will not be returned.
3. The renting party must supply all food, beverage and **all supplies** including but not limited to linens, flatware and dishes.
4. The renting parties must be certain all doors, windows and bathrooms are locked, the room is returned to its original condition and the a/c or heat is turned off before leaving. Key needs to be returned to the office before you leave.
5. The use of **alcohol** is not permitted at any time.
7. Unity of Naples is a **non-smoking facility**. Smoking is not permitted indoors or outdoors, anywhere, at anytime, including our restrooms. Improperly disposed of cigarettes will result in a loss of the security deposit.
6. **No candles**, burning bowl ceremonies or smudging are allowed in the buildings or on the grounds.
7. You are responsible for bringing your own printed material.
8. We will post a flyer on our community bulletin board. You are responsible for your own advertising.
9. All costs must be paid in full at the time of reservation.
10. No refunds will be given if event is cancelled less than two month before the scheduled date. If cancelled more than two months in advance a refund of 80% of rental fee will be returned.

Name

Date