



Rental Facility Policy

Introduction

This Rental Facility Policy outlines the terms and conditions for the use of facilities operated by We Love To Uplift, Inc, a 501(c)(3) non-profit organization (“WLTU” or Organization”). The purpose of this policy is to ensure fair and transparent access to the facility while maintaining compliance with applicable laws and regulations.

Rental Eligibility

Facilities may be rented to:

- Community groups
- Individuals for private events (e.g., weddings, memorials, meetings)
- Educational, civic, or charitable organizations

Rental must not conflict with the primary exempt purpose of the organization and must not interfere with scheduled programming (if applicable).

Fee Structure

Rental fees are determined based on the following factors:

- The type of event
- The size and duration of space usage
- Use of equipment or utilities
- Maintenance and upkeep of the facility
- Administrative expenses related to facility management

Fees are reviewed periodically to ensure they remain fair, reasonable, and aligned with the Organization’s mission.

Note: These fees are **not tax-deductible donations**.

Discounts and Waivers

WLTU is committed to supporting community-based and charitable activities. As such, the following discounts and waivers **may** apply:



- Reduced rates for other 501(c)(3) non-profit organizations.
- Waivers for events directly benefiting the local community or advancing charitable purposes.
- Discounts for recurring rentals.

Eligibility for discounts or waivers will be determined on a case-by-case basis and must be approved in writing by the Organization's Founder and President, Jean Claude Aurel, Jr.

Services Provided

- The organization will only provide **basic utilities** (electricity, water, HVAC).
- No **personal or commercial services** (e.g., catering, decorating, security, event coordination) will be provided by the Organization.
- Basic custodial services (e.g., post-event cleaning) may be included or charged separately.

Payment Terms

- Payment is due in full at least seven (7) calendar days prior to the event date.
- Accepted payment methods: Zelle: LHARRIS@WELOVETOUPLIFT.ORG or check made payable to: We Love To Uplift, Inc.
- Lessee Extension Fees: Lessee/Renter will incur a penalty of 150% of the total rental fee for each day Lessee/Renter extends the Check-Out Date or Time.

Cancellation and Refund Policy

- Cancellations must be made in writing at least three (3) calendar days before the scheduled event.
- Refunds will be issued as follows:
- 50% refund for cancellations made within twelve (12) hours of the Event Check-In Time.
- No refund if the Event is cancelled or for cancellations made less than 3 hours before the Event Check-In Time in advance.
- Security Deposits are nonrefundable and will be applied towards the Rental Fees.
- Security Deposits for Post-Event Cleaning are refundable, less reasonable deductions for expenses the Organization incurs for excessive Post-Event Cleaning.
- Refunds will be processed within 7-10 business days of the cancellation notice.



Use of Proceeds

All rental income will be used **exclusively to support the Organization's exempt purposes**, including program delivery and community services, in accordance with **IRC § 501(c)(3)** regulations.

Facility Use Guidelines

- The facility shall not be rented for activities contrary to the mission or values of the Organization; nor for political campaign activities, in accordance with IRS rules for 501(c) organizations.
- Permitted activities include community events, individuals for private events (e.g. weddings, memorials, meetings) and educational, civic or charitable organizations. Activities that violate local, state, or federal laws are strictly prohibited.

Insurance and Liability

All renters must:

- Sign a Short-Term Rental Agreement
- Provide a Certificate of Insurance (COI) naming the Organization as an additional insured
- Assume responsibility for any damage or liability incurred during the Event.

Compliance

This policy is designed to comply with all applicable laws and regulations, including but not limited to provisions governing non-profit organizations and facility rentals.

Acknowledgment

By signing below, the Renter agrees to abide by the terms and conditions outlined in this Rental Facility Policy.

Name: _____

Signature: _____

Date: _____