

Second Unitarian Church *Building Rental Application Form*

New Rental Change Replaces Previous Form

NAME/DESCRIPTION OF EVENT: _____

Sponsored by Member?: Yes No Member Name _____

Event Date* ____/____/____ Event Time: _____ *(please include setup/cleanup)*

***If this is a request for a recurring event, please check here and give details:**

Area(s) requested Sanctuary (Auditorium) Kitchen Downstairs Worship (adjacent to kitchen)

Approximate number of people attending function _____

Items requested for use: Chairs Coffee Pots Piano Tables

(Members only) Will a keycode be required? Yes No *If yes, please contact Office Administrator*

CONTACT INFORMATION:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Fee Schedule

Auditorium (4 hours or less)	\$125.00	\$ _____
Additional Hours (not to exceed \$75)	\$ 25.00/hour	\$ _____
Event Supervisor Fee	\$ 50.00	\$ _____
Additional Hours	\$ 10.00/hour	\$ _____
Security Deposit	\$100.00	\$ _____
	Total	\$ _____

I agree to abide by all **Rules and Regulations for Use of Facilities** of the Second Unitarian Church and have agreed upon the fees as shown above.

Applicant's signature _____ Date _____

Approved by _____ Date _____
Board Member/Minister/Administrator

Keycode Issued: _____ Security Deposit received: _____ returned _____