



AGREEMENT FOR USE OF CHURCH FACILITIES

Full Name of Organization or Person _____ Non Profit

Address _____

Contact Person _____

Contact Phone _____ Contact email _____

Purpose of Rental _____

Custodial Arrangement _____

Times:

Date(s) In _____ Start: _____ End: _____ Out: _____

Expected # of Participants _____

RENTAL NEEDS			Office use only	
(see UUCB Facility Rental Rates chart for details)				
Rental Group Type/Category				
Space(s) Reserved	Space or Add On Service	fee for Groups 2/3/4 per unit	# Units	Fee
	Sanctuary & Fellowship Hall (includes adjacent rooms)	100/150/200		
	Pennell Wing (MMB-A & B, and classrooms)	40/60/80		
	Whole Building (Sanctuary and Pennell Wing)	140/200/270		
	Merrymeeting Bay Room (MMB-A)	20/30/40		
	Piano	20/30/40		
	Audio/Visual –minimal (1 mic)	20/20/20		
	Audio/Visual – up to 3 mics, video PPT/DVD, recorded music	70/90/110		
	Kitchen (linens/laundry add on)	20/30/40 (25)		
	Custodial (req. for meals/2 units+/groups 25+)	See schedule		
TOTAL				\$

PLEASE SIGN RENTAL AGREEMENT ON PAGE 2

and initial both “sponsor” statement and General Rules

RENTAL AGREEMENT (Please sign and return to UUCB office)

A deposit of half the total fee above is due at the time of application. The balance is due one week prior to the reservation date. Make checks payable to Unitarian Universalist Church of Brunswick. Mail checks to UUCB, PO Box 129, Brunswick, ME 04011. Rental deposits are nonrefundable if cancellation is made within a month of the reservation date.

Applicant agrees to clean up and return the space to its original orientation. The space should be in a condition acceptable for use by the Church or another group directly after this event. If not, in the judgement of the UUCB Host, a custodial fee will be billed at the rate of \$50/hour.

If a key is issued, Applicant agrees to return it promptly after the event; otherwise a fee of \$20 per missing key will be billed.

Applicant accepts responsibility for all damage incurred to the facilities, including musical instruments and all other equipment or furniture, that results from use or abuse during the rental period. A returnable Damage and Additional Cleaning Deposit of up to \$250 may be required.

X _____ (initial) *Applicant/sponsoring organization agrees to the following statement: This activity is not sponsored, endorsed, funded or otherwise affiliated with the Unitarian Universalist Church of Brunswick. Use of the facility does not imply agreement with or responsibility for the opinions or activities of this organization.*

By signing below, applicant agrees to abide by general Church rules (See General Rules for Church Use).

X _____
SIGNATURE of Authorized Representative

Date

General Rules for UUCB Church Building Use

We welcome community organizations and individuals to use or rent Church facilities. However, ***UUCB reserves the right to refuse rental to groups whose values are inconsistent with those of the Church.***

1. Children are very welcome and must be under the care of supervising adults.
2. **Alcoholic Beverages:** It is the policy of UUCB that alcoholic beverages shall not be served except at wedding parties and other celebrations for which wine toasts are customary, and at such occasions, alternate non-alcoholic beverages shall also be available.
3. Users are responsible for cleaning and returning the space to its original orientation unless Custodial Services have been arranged (see Rental Agreement). Please clean spills as they occur.
4. Piano(s) may not be used without explicit permission or rental. No items may be placed on any piano.
5. There is no smoking in the church building or on church grounds.
6. No tape or tacks are to be used on walls or doors.
7. Use of A/V equipment requires supervision and/or training. A Trained Operator is required for use.
8. Use of kitchen and kitchen equipment, including stove, dishwasher and coffee maker, requires supervision and/or training. Please see the UUCB Host and Kitchen Operation Manual.
9. **Green Kitchen:** Use only reusable dishes, glasses and flatware made of natural materials (not plastic) in the church building and at Church functions. Use cloth table coverings and napkins for sit-down service (recycled paper napkins may be used for stand-up/finger food service). Refer to the procedures posted in the kitchen.

X _____ I/We understand and agree to these General Rules and Expectations
(initial)