



Unitarian Universalist Church of Brunswick

1 Middle Street  
 (mail to PO Box 129)  
 Brunswick, ME 04011

**REQUEST/AGREEMENT FOR USE OF CHURCH FACILITIES**

207-729-8515

Full Name of Organization or Person \_\_\_\_\_  Non Profit

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact email \_\_\_\_\_

Purpose of Rental \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time From: \_\_\_\_\_ To: \_\_\_\_\_

Expected # of Participants \_\_\_\_\_

<b>RENTAL NEEDS</b>			(see UUCB Facility Rental Rates chart for details)		Office use only
Rental Group Type/Category					
Requested (mark with X)	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 – Full system	60/80/100			
	Kitchen	20/30/40			
X	Custodial – Deposit REQUIRED for rental groups 2, 3, 4	50/50/50	Deposit	--50--	
<b>TOTAL</b>					

**RENTAL AGREEMENT** (Please sign on page 2 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, the otherwise refundable Custodial Fee will be used for professional custodial services. An additional fee will be billed if more than one hour custodial time is required, at the rate of \$50/hour.

*continued on page 2....*

