



Unitarian Universalist Church of Brunswick

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

**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)** \_\_\_\_\_ **Times: In** \_\_\_\_\_ **Start:** \_\_\_\_\_ **End:** \_\_\_\_\_ **Out:** \_\_\_\_\_

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

<b>RENTAL NEEDS</b>			<b>Office use only</b>	
(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	60/80/100		
	Kitchen (linens/laundry add on)	20/30/40 (25)		
	Custodial (at \$50/hour)	50/50/50		
<b>TOTAL</b>				<b>\$</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, 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.

*Applicant agrees to include the following statement in all publicity and on posters: “The use of the UU Church of Brunswick does not imply endorsement of the charter or opinions of the contracted group or individuals by the Church or its members.”*

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. Energy conservation is important to our goal of sustainability, please minimize the use of heating, cooling and lighting to the level necessary for basic comfort. Consult with staff or a UUCB host before overriding any thermostat settings.
4. 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.
5. Piano(s) may not be used without explicit permission or rental. No items may be placed on any piano.
6. No furniture or equipment may be removed from the church building.
7. There is no smoking in the church building or on church grounds.
8. No tape or tacks are to be used on walls or doors.
9. Use of A/V equipment requires supervision and/or training. A Trained Operator is required for use of the full A/V system.
10. 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.
11. **Green Kitchen:** Consistent with UUCB’s support of sustainable living practices and care of the Earth, it is our policy to use food prep and service practices that conserve resources, avoid pollution and minimize waste. In this spirit, please separate trash, recyclables and compost. During cleanup, all these items should be placed in the appropriate containers outside the back entrance. A Returnables bin for cans and bottles is located in the 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 understand and agree to these General Rules and Expectations  
(initial)