

UNITARIAN UNIVERSALIST CHURCH OF BRUNSWICK

Mail: PO Box 129 Brunswick ME 04011

Physical: 1 Middle Street Brunswick ME 04011

207-729-8515 administrator@uuburnswick.org

FACILITY USE APPLICATION

We welcome community organizations and individuals to use or rent Church facilities. Church activities take priority over rental. However, UUCB reserves the right to refuse rental to those whose values are inconsistent with that of the Church. All church business takes priority over any rental request: Please complete **both pages** and return it to the UUCB Office.

Name of Renter/Organization _____

Address _____

Principal Contact Person _____

Contact Telephone _____ Contact Email _____

Do You Need Invoice for Payment? Yes No

Contact Person for Invoice _____

Address _____

Contact Telephone _____ Contact Email _____

Is Your Rental A Rite Of Passage? (Memorial Service, Wedding, Child Dedication etc.) Yes No

If yes, have you had a meeting with a UUCB Minister prior to submitting this application ? Yes No

Event Title _____

Description of Event _____

Date of Event (day of week, date) _____

Total Rental Period (including set up time, event time, and clean up time)

Time In _____ **Time Out** _____ **Estimated Number of attendees** _____

Discount Information:

I am a current Pledging Member/Friend of the church

DISCOUNTS: Rental discount apply only to room portion of any rental fee. AV operator fees, custodial fees, musician fees, or ministerial fees are not subject to discount. Rental discount available only to current pledging UUCB members or friends for their own personal use of UUCB space. Discount will not apply if member/friend is renting space for a third party (business, institution, school, or the like) Rental discount to be calculated by UUCB Administration after confirmation of UUCB member/friend status.

**Please return this Application to the Church office along with a \$25.00 non-refundable deposit
UUCB will send you a contract. Deposit will be credited to your rental fee.
Rental fee is to be paid in full at least one week in advance of the rental event.**

A RITE OF PASSAGE: *Rites of Passage* **MUST** be officiated by the UUCB Minister or a person approved by the minister. A meeting with the minister must be held prior to approval of rental request. A Rite of Passage includes weddings, funerals, memorial services, child dedications, recommitments of vows, etc.

- Memorial Service or Funeral (Building Rental Fee waived only)
- Wedding, Commitment and/or Renewal Service (Building Rental Fee applies, except if service is for pledging UUCB members and pledging UUCB friends)
- Private Child Dedication Service or the like (Building Rental Fee applies, discount available for pledging UUCB members and pledging UUCB friends)

Note: Separate fees apply for the UUCB Minister, Musicians, Audio/Visual Technician(s) and custodial services for all Rites of Passage Services.

HOW TO CALCULATE HOURS FOR ANY RENTAL EVENT:

Example: Time In/Set Up: 5:00-6:00pm (1 hr)
 Event: 6:00-8:00pm (2 hr)
 Clean Up/Time Out 8:00-9:00pm (1 hr)
 Total Rental Hours 4 hours

SPACE RENTING

SANCTUARY : maximum seating 180 – Max is 225 when using Fellowship Hall

- Rental for Room Only with No Audio/Visual Support:** Fee \$75.00 per hour (2 hour minimum) - Additional time in one-hour increments only You provide your own Audio/Visual equipment and technician.
- Rental for Room and Minimum Audio Support:** Fee \$125.00 per hour (2 hour minimum) - Additional time in one-hour increments only (3 mics only) A UUCB approved Audio Visual Technician will be provided to run your sound
- Rental for Room and Minimum Audio/Visual Support:** Fee \$150.00 per hour (2 hour minimum) - Additional time in one-hour increments only (3 mics and PowerPoint) A UUCB approved Audio Visual Technician will be provided to run your sound and PowerPoint
- Rental for Room and Full Audio/Visual Support:** Fee \$175.00-225.00 per hour (2 hour minimum) Additional time in one-hour increments only. Hourly rate to be determined by the complexity of the A/V set up. (Mics, Powerpoint, sound support, stage lights and/or live streaming)

Time In/Set Up:	From:_____	To:_____	Number of hours_____
Event:	From:_____	To:_____	Number of hours_____
Clean Up/Time Out	From:_____	To:_____	Number of hours_____
Total Rental Hours	_____		

MERRYMEETING BAY: maximum seating 25. This space is not set up for Audio Visual.

- **Rental Fee** \$30.00 per hour calculated in one-hour increments only
- | | | | |
|---------------------------|------------|----------|----------------------|
| Time In/Set Up: | From:_____ | To:_____ | Number of hours_____ |
| Event: | From:_____ | To:_____ | Number of hours_____ |
| Clean Up/Time Out | From:_____ | To:_____ | Number of hours_____ |
| Total Rental Hours | _____ | | |

SET UP/CLEAN UP SERVICE: Renters are expected to do their own setup and cleanup of all areas used by the renter. Space is to be left as found. Custodial service is available for an additional cost and not subject to discount.

DISCOUNTS: Rental discount apply only to room portion of any rental fee. AV operator fees, custodial fees, musician fees, or ministerial fees are not subject to discount. Rental discount to be calculated by UUCB Administration.