

**BUILDING USE APPLICATION**

Complete and return this application to the church in person, by mail, or by email. Within two weeks of receipt of the application, the Administrative Assistant will notify you of its decision. If you have questions, call the church office.

**Organization:** \_\_\_\_\_

Principal Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Night \_\_\_\_\_ Email \_\_\_\_\_

Date of event: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Description of event: \_\_\_\_\_

Is this an on-going/regular use:  no  yes      What frequency (weekly, monthly, etc) \_\_\_\_\_

Estimated number of attendees: Adults \_\_\_\_\_ Children \_\_\_\_\_

Are you a non-profit [501 (C) (3)] organization?  no  yes

Admission charged:  no  yes      Donations requested:  no  yes

Who will benefit from admission/donations? \_\_\_\_\_

Do you want to use the piano:  no  yes

If using the sanctuary, do you want to serve food or beverages?  no  yes      If yes, describe \_\_\_\_\_

<b>Space</b>	<b>Rental fees</b>	<b># Hours</b>	
__ Sanctuary	\$50 for 1-4 hours; \$90 for 5-8 hours	_____	\$ _____
__ Meeting Room	\$20 for 1-2 hours; \$10 each additional hour	_____	\$ _____
__ Kitchen	\$10 for coffee/tea service; \$50 for full kitchen	_____	\$ _____
__ Upstairs Room	\$20 for 1-2 hours; \$10 each additional hour	_____	\$ _____
	Security Deposit		\$ _____ 50
	Key deposit		\$ _____ 5
	Total Fee:		\$ _____

Requesting fee reduction for non-profits:  no  yes      Amount \_\_\_\_\_

Give full justification for request: \_\_\_\_\_

Please provide any other information you believe is pertinent to our consideration of your request:

Office use: Confirmed date available \_\_\_\_\_ (AA)

Application approved: \_\_\_\_\_ (AA/BUG)

**BUILDING USE AGREEMENT**

Agreement made by and between the Unitarian Universalist Church of Belfast, hereinafter referred to as “the Church” and \_\_\_\_\_

(name of person, and group if applicable)

hereinafter referred to as “the User”. The Church agrees to allow the User to use the following Church facilities:

<b>Space</b>	<b>Rental fees</b>	<b># Hours</b>	
___ Sanctuary	\$50 for 1-4 hours; \$90 for 5-8 hours	_____	\$ _____
___ Fellowship Room	\$20 for 1-2 hours; \$10 each additional hour	_____	\$ _____
___ Kitchen	\$10 for coffee/tea service; \$50 for full kitchen	_____	\$ _____
___ Upstairs	\$20 for 1-2 hours; \$10 each additional hour	_____	\$ _____
	Security Deposit		\$ _____ <u>50</u>
	Key Deposit		\$ _____ <u>5</u>
	Total fees		\$ _____

Approval for use of the piano has been given:  no  yes

Approval for use of the church name besides as location has been given:  no  yes

Approval for serving food or beverages in the sanctuary has been given:  no  yes

The approved period of use is: \_\_\_\_\_ (date) \_\_\_\_\_ (from am/pm) \_\_\_\_\_ (to am/pm)

If, at the conclusion of the event and upon inspection, the premises are undamaged and in a reasonably clean condition, the security deposit check will be destroyed. If damage has occurred or if the premises are left in an unclean or messy condition, the Church shall apply the security deposit to any repair, damage, or janitorial service. If the costs exceed the security deposit, the User will remain liable to the Church for any charges in excess of the security deposit.

The User has read, understands, and agrees to follow the Building Use Guidelines and Instructions. Failure to comply with these will result in forfeiture of the security deposit.

The User covenants that the use of the UU Church of Belfast facilities shall involve no violation of the laws of the State of Maine or of local ordinances.

The User agrees to indemnify, defend, and hold harmless the Church from and against any and all claims, demands, causes of action, losses, liabilities, damages, and expenses arising out of or in connection with any allegations brought against the Church and its directors, employees, or agents from any cost and expense arising out of the use of the premises or property of the Church.

**USER:**

\_\_\_\_\_  
(name)  
\_\_\_\_\_  
(address)  
\_\_\_\_\_  
(city, state, zip)  
\_\_\_\_\_  
(Phone)  
\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Date)

**CHURCH:**

Unitarian Universalist Church of Belfast  
37 Miller Street  
Belfast, Maine 04915  
(207) 338-4482

\_\_\_\_\_  
(BUG or AA)  
\_\_\_\_\_  
(Date) (Revised 5/11)