

CO-SPONSORED EVENT 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 regarding use and fees. If you have questions, call the church office.

Co-sponsoring Church Committee: _____

Committee Contact Person _____

Phone: Day _____ Night _____ Email _____

Organization 1: _____

Contact person: _____

Phone: Day _____ Night _____ Email _____

Organization 2: _____

Contact person: _____

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

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 _____

| Space | Rental fees | # Hours | |
|-------------------|--|----------------|-------------|
| ___ 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: no yes Amount _____ Give full justification for request:

Office use: Confirmed date available _____ (AA)

Application approved: _____ (AA/BUG)

CO-SPONSORED EVENT BUILDING USE AGREEMENT

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

(co-sponsored groups)

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

| Space | Rental fees | # Hours | |
|---------------------|--|----------------|-------------|
| ___ 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 | | \$ _____ 50 |
| | Key Deposit | | \$ _____ 5 |
| | Total Fee | | \$ _____ |

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

Approval for serving food/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 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.

Signatures:

Organization 1 _____
Name _____ Date _____

Organization 2 _____
Name _____ Date _____

Committee Rep _____ Date _____