

The Unitarian Universalist Church of Belfast

P.O. Box 452 * Belfast, Maine 04915 * (207) 338-4482 * office@uubelfast.org

BUILDING USE APPLICATION

You must complete and return this application to the church in person, by mail, or by email. Within two weeks of receipt of the application, the Building Use Group will notify you of its decision regarding rental and fees. If you have questions, call or leave a message for the Building Use Group.

Organization or Individual: _____

Contact person: _____

Address: _____

Phone: Day _____ Night _____ Email _____

Date of event: _____ Time: From _____ To _____

Description of event: _____

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

Estimated number of attendees: Adults _____ Children _____

Admission charged: yes no Donations requested: yes no

Who will benefit from admission? _____

Do you want to use the piano: yes no Purpose: _____

<u>Space</u>	<u>Rental fees</u>	<u># Hours</u>	
<input type="checkbox"/> Sanctuary	\$50 for 1-4 hours; \$90 for 5-8 hours	_____	\$ _____
<input type="checkbox"/> Meeting Room	\$20 for 1-2 hours; \$10 each additional hour	_____	\$ _____
<input type="checkbox"/> Kitchen	\$10 for coffee/tea service; \$50 for full kitchen	_____	\$ _____
<input type="checkbox"/> Upstairs	\$20 for 1-2 hours; \$10 each additional hour	_____	\$ _____
	Total Fee:		\$ _____
	Deposit (fee for loss/damage)		\$50

Requesting fee reduction: no yes Amount _____ Give full justification for request:

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

Committee sponsored event: committee: _____ Contact _____

Office use: Confirmed date available _____ (AA)

Application approved: _____ (AA/BUG)