

Building Use Application

Today's Date [Click here to enter a date.](#)

Applicant Information		
Event Name:		
Contact Person:	Email:	
Current address:		
City: Annapolis	State:	ZIP Code:
Daytime Phone:	Alternate Phone:	UUCA Member Choose an item.
Was this event approved by administration? Choose an item.		
Event Information		
Space Requested Choose an item.	Date Requested: Saturday, June 23, 2018	Recurring Event Choose an item.
If recurring: Choose an item. If Weekly Choose an item. If Monthly: NA If Not Recurring # of Days Req		
Event Start Time: Choose an item.	End Time: Choose an item. Choose an item.	Total Hours Req. Inc Set/Clean Up
Phone:	E-mail:	Fax:
Will you be serving Beer and/or Wine? Choose an item.	If "Yes" does church administration have on file? Choose an item.	
Proof of Liability Insurance		
Policy Provider:		
Policy Number:		
Rental/Janitorial & Custodial Fees (rental hours include 1 hour set-up & 2 hours clean-up)		
Sanctuary – Includes Narthex + Kitchen (Up to 2 hours).....\$600 Sanctuary Additional Hours (over 5 hours).....\$100 per hour Emerson or R.E. Sanctuary (Up to 2 hours).....\$200 Emerson or R.E. Sanctuary Additional Hours (over 5 hours)...\$50 per hour Emerson or R.E. Sanctuary Recurring Usage\$175 per use Other Rooms-smaller rooms/classrooms (up to 2 hours).....\$100 Other Rooms-smaller rooms/classrooms Addl Hours (2+).....\$25 per hour Equipment Rental Fee (projector, screen, etc.).....\$30 Security Deposit.....50% of Room Usage Fee <ul style="list-style-type: none"> • Security Deposit due with application • Reception is defined as serving food, beverages or snacks • Cleanup includes <ul style="list-style-type: none"> ○ Vacuum carpets ○ Mop floors ○ Wipe down kitchen countertops and narthex tables ○ Clean/tidy restrooms ○ Take all trash (bathroom & kitchen) to dumpster 	<p style="text-align: center;"><u>Janitorial/Custodial Fees</u></p> Sanctuary-NO Reception setup, reset and cleanup.....\$150 Sanctuary & *Reception in SANCTUARY setup, reset and cleanup.....\$250 Sanctuary & **Reception in NARTHEX setup, reset and cleanup.....\$175 Other Rooms-NO Reception setup, reset and cleanup.....\$50 Other Rooms- WITH Reception setup, reset and cleanup.....\$75 <p><u>Additional Fees</u></p> Removing & returning 25+ chairs on dollies.....\$75 Clearing/Stacking chairs out of way not removing from sanctuary.....\$75 Janitorial services after 10 PM on Saturday and before 6 AM Monday....\$50 Delaying janitorial services due to event running overtime.....\$40 per hour *Reception with table setup **Reception in Narthex with standing tables only <p style="text-align: center;"><i>Prices Guaranteed Upon Payment of Security Deposit</i></p>	
Sound Booth & Audio Visual		Parking Requirements
Do you require the use of UUCA's Sound Booth? Choose an item.		Have you secured parking assistance for your event? Choose an item.
The use of our sound booth & AV equipment is included in your <i>Building Usage Fee</i> however, you are required to manage your AV needs independently using professional assistance		You are required to ensure that our parking lot rules are followed. Events expecting more than 75 in attendance are strongly urged to secure a parking lot attendant.
Building Usage Fees		Schedule of Payments
A. Basic Room Usage Fee Choose an item.		G. Total Building Usage Fee (C+F) = \$
B. Added Hours Fees Choose an item. x # of hours over ___ = \$		H. Security Deposit (1/2 of G) \$
C. Total Room Usage Fee (A + B) = \$		I. Date Security Dep. (H) Received Click here to enter a date.
D. Custodial Fee Choose an item.		J. Total Building Usage Fee (G) Due Date: Sunday, June 3, 2018
E. Added Custodial Fee Choose an item.		K. Date Building Usage Fee (G) Received: Click here to enter a date.
F. Total Custodial Fee (D+E) = \$0		L. Amount Received (K): \$

NOTES:

Agreement of Terms

The Room Use Fee (Rental Fee) is due (in full) at least one week before the event. A Security Deposit of 50% of the Rental Fee is due with this completed agreement. Any portion, or all of the Security Deposit will be forfeited if: **1.)** Building is not found secured (doors locked, windows closed, and lights off) **2.)** Extraordinary effort must be used by the Custodial Service company to clean your area **3.)** Failure to satisfactorily repair damage caused due to your event **4.)** Excessive utility costs incurred resulting from failure to return thermostats to original settings **5.)** Event cancellation without providing the minimum notice of 2 weeks prior to event. You, (the User), will be liable for the cost of any damages to the building exceeding the amount of your security deposit.

If you are requesting to have the furniture in the SANCTUARY arranged differently than UUCA's normal Sunday setup, you must make arrangements with the UUCA office administration staff at least 2 weeks in advance in order to arrange custodial services. Any movement of furniture in the sanctuary handled without UUCA's contracted custodial services may result in forfeiture of your security deposit.

Agreement of Fees & Terms

I, (enter responsible party's name), have read the "Application/Agreement" and "Terms of Usage" and agree to all terms.

Date:

Signature of User:

Date:

Signature of UUCA Administration:

Date:

**A liquor license must be obtained by "the user" and proof given to office administration*