

BUILDING USE APPLICATION
First Unitarian Universalist Fellowship of Hunterdon County

Today's date: _____ Date(s) of event(s): _____

Name of the event or series of events: _____

Briefly describe the event(s). What activities will be included? _____

Name of individual or group planning the event(s): _____ Non-profit? _____

Event start time: _____ Event end time: _____ Setup start time: _____ Cleanup end time: _____

Additional time needed, e.g. for deliveries, photos, etc.: _____

Estimated # attendees per event: _____ Will an entrance fee be charged? _____ Will alcohol be served? _____

If using the Old Stone Church, check if you plan to use: _____ sound system _____ piano

*If using the piano refer to Building Use Policy and Procedures:
 Rules For Use III. E. 13 Pianos and Pump Organ (please initial here _____)*

If using Dodd Hall, check if you plan to use: _____ kitchenette _____ nursery for child care _____ piano

If using the grounds, how do you plan to use them? _____

Any special requests? _____

FACILITIES REQUESTED, AND FEES: (See "Building Use Policy, III. B. Fees" for details)

Weddings and unions:

Old Stone Church with restroom access	\$250 for first 3 hrs. =	\$ _____
_____ additional hours	@ \$50 per hr. =	\$ _____
Old Stone Church, Dodd Hall, grounds	\$350 for first 3 hrs. =	\$ _____
_____ additional hours	@ \$70 per hr. =	\$ _____

Member or Friend of the Fellowship: Donation Requested
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Other religious occasions:

Old Stone Church with restroom access	\$150 for first 3 hrs. =	\$ _____
_____ additional hours	@ \$30 per hr. =	\$ _____
Old Stone Church, Dodd Hall, grounds	\$250 for first 3 hrs. =	\$ _____
_____ additional hours	@ \$50 per hr. =	\$ _____

Member or Friend of the Fellowship: Donation Requested
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Private parties:

Dodd Hall and grounds	\$200 for first 3 hrs. =	\$ _____
_____ additional hours	@ \$40 per hr. =	\$ _____
Member/friend discount	Subtotal minus 50% =	\$ _____

Member or Friend: 50% Discount

Non-commercial community events, regular series:

Dodd Hall	\$.50 per person per hr. =	\$ _____
Old Stone Church with restroom access	\$.50 per person per hr. =	\$ _____
Old Stone Church, Dodd Hall, grounds	\$1 per person per hr. =	\$ _____

Reduced Fees Negotiated for Religious Orgs., Registered Non-Profit Orgs.
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Non-commercial community events, one-time:

Dodd Hall	\$150 for first 3 hrs. =	\$ _____
_____ additional hours	@ \$30 per hr. =	\$ _____
Old Stone Church with restroom access	\$150 for first 3 hrs. =	\$ _____
_____ additional hours	@ \$30 per hr. =	\$ _____
Old Stone Church, Dodd Hall, grounds	\$250 for first 3 hrs. =	\$ _____

Reduced Fees Negotiated for Religious Orgs., Registered Non-Profit Orgs.
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_____ additional hours @ \$50 per hr. = \$ _____

Commercial events, regular series:

Dodd Hall \$1 per person per hr. = \$ _____
Old Stone Church with restroom access \$1 per person per hr. = \$ _____
Old Stone Church, Dodd Hall, grounds \$2 per person per hr. = \$ _____
Member/friend discount Subtotal minus 50% = \$ _____

Member or
Friend: 50%
Discount

Commercial events, one-time:

Dodd Hall \$250 for first 3 hrs. = \$ _____
_____ additional hours @ \$50 per hr. = \$ _____
Old Stone Church with restroom access \$250 for first 3 hrs. = \$ _____
_____ additional hours @ \$50 per hr. = \$ _____
Old Stone Church, Dodd Hall, grounds \$350 for first 3 hrs. = \$ _____
_____ additional hours @ \$70 per hr. = \$ _____

Member or
Friend: 50%
Discount

Coffee: No fee for 1-20 people, \$15 per event for 21-50 people, \$30 per event for 50-100 people = \$ _____

TOTAL FEE: Add subtotals from above. \$ _____

(Balance due no later than day of event, prior to the event; cleaning deposit not counted toward fee.)

DEPOSITS:

Cleaning Deposit: Dodd Hall \$50 \$ _____
Old Stone Church, restroom access \$50 \$ _____
Old Stone Church, Dodd Hall, grounds \$100 \$ _____

(Deposit due after building use is approved. Reservation is confirmed when Fellowship receives deposit.)

Other Advance Deposit: The Fellowship reserves the right to require an advance deposit of up to 50% of the total fee, due along with the cleaning deposit. The Administrator will advise you if this is required.

AGREEMENT: Check all that apply. (See "Building Use Policy, III. E. Rules for Use" for details.)

_____ (See III. E. 2 and III. E.10) **I will submit a current certificate of liability insurance along with my cleaning deposit.**

_____ (Non-profits) **I will submit an IRS letter of determination of non-profit 501 3(c) status.**

_____ (If event involves minors) **I have read the Fellowship's Safe Congregation Policy and will provide supervision of minors in accordance with that policy.**

_____ All applicants: **I have read the Building Use Policy of the First Unitarian Universalist Fellowship of Hunterdon County. I will make reasonable efforts to see that the procedures and rules are followed and that the Fellowship is reimbursed for any damage done. I will save and hold harmless the First Unitarian Universalist Fellowship of Hunterdon County from any and all claims for damage, bodily and otherwise, resulting from the use of the facilities. Further, I recognize and accept that the Fellowship is not responsible for items left at its facilities.**

Signature of responsible party: _____ Print name: _____ Date: _____

Phone: _____ Alternate phone: _____ Email: _____

Address: _____

OFFICE USE: Signature of Administrator or authorized rep.: _____

Date _____ Apprvd? _____ Cln dep rec'd _____ Adv dep req'd? _____ Adv dep rec'd. _____

Insur. _____ IRS _____ Orient. _____ PIF _____ Checkout _____ Dep Refnd _____