

First Universalist Church of Essex - Facilities Booking Form

APPLICANT INFO	
Name (Last, First)	
Phone	<input type="checkbox"/> Cell <input type="checkbox"/> Home
e-mail	

EVENT INFO			
Event type	<input type="checkbox"/> Church Member life passage event (no fee payable) <input type="checkbox"/> Church-Affiliated Organizations Meetings <input type="checkbox"/> Member-Sponsored life passage events <input type="checkbox"/> Member-Sponsored Non-Church Groups, Individuals, and Organizations <input type="checkbox"/> Outside Non-Church Groups, Individuals, and Organizations		
Date of event			
Is event recurring?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If recurring, frequency	
Start time (inc set up)	AM/PM	End time (inc clean up)	AM/PM
Description			

FACILITIES AND FEES	
Facilities Required	<input type="checkbox"/> Sanctuary <input type="checkbox"/> Piano <input type="checkbox"/> Sound System <input type="checkbox"/> Basement/Kitchen area (inc microwaves) <input type="checkbox"/> Stoves
Calculated fees (@\$100/h Sanctuary, \$50/h Basement)	
Refundable Deposit (Returned within 15 days of event)	\$100

Fees may be waived or adjusted at the Minister's discretion. Of the fee, 50% is payable at the time of booking, the remainder no later than 14 days before the event. Deposits will be returned within 15 days of the event.

FEE REDUCTION REQUEST	
Would you like to request a fee reduction or waiver?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reduction requested (Deposit may not be reduced)	
Why should fees should be reduced or waived?	

By signing, I accept the following conditions:

- 1) Hold Harmless Agreement: Applicant assumes the entire responsibility and liability for losses, damages, and claims arising out of the applicant's use of the FUCE building and facilities and holds harmless the premise owners, their agents, and employees from any such losses, damages, and claims; such indemnity to include any related attorney fees and court costs.

- 2) To abide by the terms of the FUCE Facilities Use Policy. Key points include:
 - Vehicles must be parked on the street or in the public lot behind the Police Station
 - No cars may be parked in the lot of the Village Restaurant.
 - No parking or standing is permitted in the driveway by the lower Church entrance.
 - If cleaning is required after an event, it shall be charged at \$25/hour against the deposit.
 - No food or drinks shall be placed on or near the piano
 - Keys shall be returned within one week.
 - Events shall end by 11 PM out of respect for our neighbors.
 - Sufficient adults must be present to ensure adequate supervision if minors will be present.
 - Garbage must be bagged and placed in receptacles.
 - Stoves may only be used by prior agreement, and food must be prepared off the premises.
 - Under no circumstances shall alcohol be sold on the premises
 - Smoking, drugs, and weapons are not allowed anywhere on Church grounds.

- 3) FUCE reserves the right to cancel or reschedule in event of Church emergencies, such as funerals.

Name (print) _____

Signed _____

Date _____

For office use only

APPROVALS		BY	SIGNED
Fee Waiver Reduction Approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Fee Reduction Amount	\$	Minister	
Net Fee	\$	Administrator	
Piano/Sound System Use Approved	<input type="checkbox"/> Yes <input type="checkbox"/> No	Music Director	

CHECKLIST (ADMINISTRATOR TO COMPLETE)		
50% Booking Fee Received	<input type="checkbox"/>	Date:
50% Remainder Received	<input type="checkbox"/>	Date:
\$100 Deposit Received	<input type="checkbox"/>	Date:
Key Issued	<input type="checkbox"/>	Date:
Key Received	<input type="checkbox"/>	Date:
Cleaning Fee Charged	\$	Date:
Deposit Returned	<input type="checkbox"/> \$	Date: