



Unitarian Universalist Community Church of Sacramento
8231 #C East Stockton Blvd • Sacramento, CA 95828
Phone 916-689-2008/Fax 916-689-2282

APPLICATION FOR USE OF CHURCH FACILITIES

Group/Organization: _____ **Non-Profit?** Yes No

Type of Event: _____

Contact _____

Address: _____

Phone: Day: _____ **Evening:** _____ **Cell:** _____

Space Requested (check all those that apply):

Entire Church Facility Sanctuary (largest room) Couch Classroom

Classroom w/table Classroom w/low table Childcare room

Type of Kitchen use: None Beverages Snacks Meals

Date(s) Requested: _____ One time Weekly Monthly

Hours (include set up and clean up): _____

Start time (first arrival): _____

End (last departure): _____

Custodial service requested: Yes No

Will you be serving alcohol? Yes No

Additional Comments and/or needs: _____

For Church Use:	
Key-Given	<input type="checkbox"/> Returned <input type="checkbox"/>
Custodian:	_____
Charge for use:	\$ _____
Custodian Charge:	\$ _____
Deposit Amount:	\$ _____
Total charge:	\$ _____
Date Paid:	_____
Refund Amount:	\$ _____
Refund Date:	_____

I have read the Rules Governing Use of Facility printed on the reverse side of this application. I agree to all the conditions and in signing this application acknowledge that I have the authority to and do accept responsibility for my group/organization.

Signature

Print Name

Date



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RULES GOVERNING USE OF FACILITIES

1. Application for use of facilities must be made in writing, signed by a person who accepts responsibility for any breakage or other damage and approved by the authorized staff member of the UCC.
2. Fees must be paid before the event. Charges are incurred from the moment a group enters the space and runs until the space is vacated, regardless of when the event involved actually starts and ends.
3. Use fees do not include custodial care. Users should expect to find church space clean upon arrival, and are required to leave it as found. Nothing may be affixed to or removed from the walls or doors without the express permission of the church. Garbage must be placed outside in the dumpsters. Continuous on-duty custodial service entails additional charge and arrangements must be made in advance.
4. The use of this space shall not overburden the parking lot during normal business hours, Monday through Friday.
5. Facilities may be used no later than midnight without prior arrangements being made.
6. No smoking is allowed inside or within 20 feet of the church door. All smoking debris must be properly disposed of.
7. There is no charge of the use of the piano. However, it is expected that only musicians will play the piano. Groups who are concerned about the tuning of the instruments may have them tuned provided they pay for the tuning, use our recommended tuner and the tuning is arranged through the church administrator. Re-voicing of the piano is forbidden.
8. The Microwave, Refrigerator, garbage bags, and soap may be used free of charge. If you wish to use other kitchen equipment a fee will apply. Anything used must be cleaned and put away. *Absolutely all food garbage must be placed in the dumpster and not left in interior garbage receptacles.*
9. Groups requiring keys must pick them up and return them to the church administrator. **KEYS MAY NOT BE DROPPED THROUGH THE MAIL SLOT. DOING SO WILL RESULT IN REVOCATION OF USE PRIVILEGES.** No labels identifying the keys with the name of our church may be affixed.
10. Alcohol may not be served unless you have received approval in writing and have met the additional requirements that come with serving alcohol.
11. Any Damage to equipment or the facility is the financial responsibility of the renter.
12. Your deposit will be refunded after the event. If you stay longer than your appointed time, or violate the terms of this rental agreement, costs will be deducted from your deposit.

Signature of Responsible Person