

**First Parish Unitarian Universalist Church
BUILDING USE APPLICATION**

Person and/or Organization _____ Phone _____

Address _____

E-mail Address _____

Contact Person if Different _____ Phone _____

Who will be responsible for clean-up _____ Phone _____

(Leave the building in the condition in which you found it. Additional building clean-up charges will be billed to you.)

Date Requested _____ **From** _____ **To** _____ **Day of Week** _____

Suggested Donations

	Up to 4 hour	More than 4 hours
___ Worship Center (Sanctuary)	\$135	\$235
___ Parish Hall	\$75	\$85
___ Parlor	\$25	\$45
___ Library	\$20	\$30
___ Nursery (with other room)	Additional \$5	Additional \$10
___ Kitchen (with other room)	Additional \$10	Additional \$25
___ Kitchen	\$30	\$50
___ Chapel/Meeting Room	\$25	\$45
___ Sr. Youth Group Room (basement)	\$15	\$25
___ Jr. Youth Group Room (top of stairs)	\$15	\$25
___ Parish Hall Chair/Table Set-up:	\$10. per hour (\$10. minimum, non-negotiable)	

(Limited Availability. Requests must be made in advance)

There will be a refundable security deposit of \$100 when appropriate.

If applicable, please describe alternative donation agreements (arrangements must be made with church staff in advance):

Please state briefly your intended use of the space and any special equipment needs

* I have read the general guidelines on the reverse side of this agreement and agree to the terms.

Signature of Applicant _____ Date _____

Return to: First Parish Unitarian Universalist Church, PO Box 235, Kennebunk, ME 04043

**General Guidelines for use of
First Parish Unitarian Universalist Church, Kennebunk, Maine**

1. In the event that there are special custodial or security needs, as determined by the Church, there will be an additional charge to cover the cost.
2. NO SMOKING in the building at any time.
3. NO FOOD in the Sanctuary at any time.
4. NO ALCOHOLIC BEVERAGES.
5. Overnight use is conditional. It requires 4 day advance notice and is conditional on Board approval.
6. Please return key in the slot in the Office door in an envelope marked with the name of your event.
7. Be certain that the lights are out, heat is turned down, and doors are locked unless the event is covered by the Event Sexton.
8. Leave the building in the condition in which you found it. Additional janitorial clean-up will be billed to you.
9. The Church reserves the right to refuse rental to any person or group.
10. In case of an emergency, such as a power failure, loss of heat, plumbing, phone numbers can be found in the kitchen by the telephone.
11. Please note for your safety, exits are clearly marked, fire extinguishers are clearly marked throughout the building, fire escape ladder is located on the left side of the pulpit in the side pews..
12. \$ 100 refundable security deposit for any breakage/damage, aside from normal wear and tear, to furnishings or fixtures, in any part of the building, will be charged to you for repair or replacement based on a professional assessment.
13. Proof of insurance required for any outside group organization or individual.
14. Event sexton for sanctuary rentals and other events as determined by the church office.
15. Table and chair set-up in the Parish Hall is sometimes available for a fee of \$10. per hour (\$10. minimum) You must call the office and request this service which is dependent upon availability. You are responsible for taking down tables and returning chairs to their racks.
16. Children and youth must be supervised by a responsible adult at all times.