

# APPLICATION FOR USE OF PUUC BUILDING AND GROUNDS

Please sign and return this form with your rental deposit and key/building use deposit

Name of organization or individual requesting use of the Piedmont UU Church:

Address: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Purpose of building use: \_\_\_\_\_

Number of participants expected: \_\_\_\_\_ Date: \_\_\_\_\_ Hours: \_\_\_\_\_

Will food and/or beverages be served? \_\_\_\_\_ \* Will alcohol be served? \_\_\_\_\_

Please specify areas of the building to be used: \_\_\_\_\_

Sound system and/or piano use:

\_\_\_\_\_ (initial) I am NOT requesting use of the sanctuary sound system and/or piano. I understand that without permission from the Music Director the sound system and/or piano may not be used for any reason during the rental. The sound system and/or piano will remain covered for the duration of the rental.

\_\_\_\_\_ (initial) I am requesting use of the  sanctuary sound system and/or  piano.

Name of responsible party/key holder if different from person listed above:

Address: \_\_\_\_\_

Day phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

I certify that I understand the building use policy of PUUC regarding the rental of its facilities and agree to abide by those policies. I guarantee restitution for any loss or damage to PUUC resulting from this rental.

Signature of responsible party: \_\_\_\_\_ Date: \_\_\_\_\_

*\*If alcohol is to be served, a copy of a Premises Liquor Liability policy naming PUUC as an Additional Named Insured in force for the date of the rental must be attached.*

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### For Office Use Only

Rental fee: \_\_\_\_\_ Deposit Amt: \_\_\_\_\_ Deposit Pd Dt: \_\_\_\_\_ Check # \_\_\_\_\_

Balance Due: \_\_\_\_\_ Balance Pd Dt: \_\_\_\_\_ Check # \_\_\_\_\_

Key/Building Use Deposit: \_\_\_\_\_ Pd Dt: \_\_\_\_\_ Check # \_\_\_\_\_

Refund Amt: \_\_\_\_\_ Refund Dt: \_\_\_\_\_ Check # \_\_\_\_\_

Key Given to Renter on: \_\_\_\_\_ Key Returned by Renter on: \_\_\_\_\_

Event Canceled  Amount Refunded: \_\_\_\_\_

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Reviewed by PUUC Minister or member of the Business Council on \_\_\_\_\_(Date) Approved \_\_\_\_\_ Declined \_\_\_\_\_

Signature of Minister/Business council member: \_\_\_\_\_

Reviewed by Music Director (if applicable) on \_\_\_\_\_(Date) Approved \_\_\_\_\_ Declined \_\_\_\_\_

Signature of Music Director or PUUC Minister: \_\_\_\_\_

# RENTAL FEE SCHEDULE FOR USE OF PUUC BUILDING AND GROUNDS

## I. SINGLE USE OF CHURCH SANCTUARY AND KITCHEN

Note: 1/2 day rental = 4 hrs or less

	Total Rent	Deposits Required	Balance Due Day of Event
<b><u>Weddings</u></b>			
Full Day Rental:	<b>\$300.00</b>	\$100.00 rental deposit \$300 key/building use deposit*	\$200.00
1/2 day Rental:	<b>\$150.00</b>	\$100.00 \$300 key/building use deposit*	\$50.00
<b><u>Other Use</u></b>			
Full Day Rental	<b>\$250.00</b>	\$50.00 \$300 key/building use deposit*	\$200.00
1/2 day Rental:	<b>\$150.00</b>	\$50.00 \$300 key/building use deposit*	\$100.00

*Rehearsal:* There is a \$25.00 additional charge if a rehearsal night is required. (Subject to availability)

*Set-up:* There is a \$100.00 additional charge for 4 hours or more of event set-up the evening prior. (Subject to availability)

## II. USE OF THE LARGE, DIVIDABLE CLASSROOM

Full day Rental:	<b>\$200.00</b>	\$100.00 \$300 key/building use deposit*	\$100.00
1/2 day Rental:	<b>\$100.00</b>	\$ 50.00 \$300 key/building use deposit*	\$50.00

## III. MONTHLY EVENT USAGE OF CHURCH SANCTUARY AND KITCHEN

(day or evening – for full day recurring usage, contact rental coordinator)

- Once a month: \$150.00/month (plus \$300 key/building use deposit\*)
- Once a week: \$300.00/month (plus \$300 key/building use deposit\*)
- Twice a week: \$500.00/month (plus \$300 key/building use deposit\*)

Regular meeting day(s) M T W TH F S S

Regular meeting time from: \_\_\_\_\_ to: \_\_\_\_\_

This agreement extends from: \_\_\_\_\_ to: \_\_\_\_\_

Agreement to be renewed on: \_\_\_\_\_

\*All rentals require a separate, refundable, key/building use deposit of \$300. The key/building use deposit is refundable pending clean up and condition of premises, including piano and sound system.

**Please submit application to:** Piedmont Unitarian Universalist Church  
 9704 Mallard Creek Rd  
 Charlotte, NC 28262  
 puuc@puuc.org  
 704-510-0008

*Approval by Board of Trustees: 9/15/2011*