

UNITARIAN UNIVERSALIST CONGREGATION

SPACE RENTAL AGREEMENT

Date _____

Group Name _____

Contact Person _____

Address _____

Phone _____ E-mail _____

Purpose of Group _____

Is your group Registered Non-Profit? _____ Will a fee be charged for event? _____

If a fee is charged, what will it be? _____

Event/Meeting: _____

Date(s): _____

Time: _____

Room(s) requested: _____

Fee charged for space: _____

Person responsible for payment & Phone # _____

RESPONSIBILITIES OF GROUPS USING CHURCH SPACE:

- Payment in full is due within 2 weeks of event. All deposits are non-refundable.
- Group members will use only designated rooms and parking areas in back of church.
- Groups are fully responsible for damage incurred as a result of their usage.
- Smoking is not allowed in the building.
- Please show respect for the building; leave it clean, wipe up any spills on carpets, and please be conscientious of scuffmarks on floors. A broom, mop, and vacuum are in the janitor's closet.
- Put away all chairs and tables used, and return furniture to its original configuration.
- Trash is to be taken to the dumpster, located in the back parking lot.
- If your group is the last out of the building, be sure all windows are closed and doors locked.

Signature, contact person

Signature, agent for UU church

Date

Date

Church phone contacts in case of emergency: Ron Clupper (724-2516), Carl Cohen (797-6904), John Hamlin (775-1758), Scott Husted (723-5045).

Please sign form and return to: Unitarian Universalist Congregation
183 Riverside Drive, Binghamton, NY 13905

Ph: (607) 729-1641

Fax: (607) 729-1899

Email: office@uubinghamton.org