



Application and Contract for Use of Facilities
The First Unitarian Universalist Church of Richmond
 1000 Blanton Avenue, Richmond, VA. 23221 - (804) 355-0777
 Web Address: www.richmonduu.org / Fax: (804)358-7364

Revised: 4-5-10

Name of Organization _____

Address _____

State _____ City _____ Zip _____

Phone Number _____

Contact Person _____

Address _____

State _____ City _____ Zip _____

Phone Number _____ Work Number _____

Email Address _____ Business Number _____

Date of Use _____ Begin Time _____ End Time _____

Purpose of Event _____

Number people expected _____ Open to the Public? Yes No

Is there an admission charge? Yes No If Yes, how much? _____

NOTE ON SERVING ALCOHOL: If you are planning on servicing alcohol (wine, beer, mix drinks, etc.) for this event, you are required to purchase your own ABC license.

The following fees quoted are per hour, with a requirement of reserving at least 2 hours.

<u>Space</u>	<u>Number of Persons</u>	<u>Cost Non-Members</u>	<u>Cost Members</u>	<u>Total Fee</u>
___ Great Hall	300	\$125.00	\$ 45.00	_____
___ Sound Room Engineer	N/A	\$ 25.00	\$ 25.00	_____
___ Studio – Douglasdale	50	\$ 35.00	\$ 20.00	_____
___ Studio – Middle A	20	\$ 25.00	\$ 15.00	_____
___ Studio – Middle B	10	\$ 15.00	\$ 10.00	_____
___ Studio – Middle (Full)	50	\$ 35.00	\$ 20.00	_____
___ Lower Level	40	\$ 15.00	\$ 15.00	_____
___ Library	40	\$ 35.00	\$ 20.00	_____
___ Nursery (limited availability)	25	\$ 15.00	\$ 15.00	_____
___ Utilities fee (for any part of the building, July-August only)	N/A	\$200.00	\$100.00	_____
___ Janitorial Services	N/A	\$ 15.00	\$ 15.00	_____
			Total Fee Due	_____
			Deposit Received	_____
			Balance Due	_____

Half of the Total is required in order to reserve the date and space. Full payment must be made two weeks prior to the event. Refunds will be made with two weeks notice of cancellation.

Signature of the applicant indicates acceptance of the church building use procedures and rules

Applicant _____ Date _____

Church Administrator _____ Date _____



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Date of Use _____ Begin Time _____ End Time _____

Purpose of Event _____

Number of people expected _____ Open to the Public? Yes No

Is there an admission charge? Yes No If Yes, how much? _____

Will refreshments be served? Yes No If Yes, the **Extra** fee will be _____

Rooms(s) Assigned _____

Cont. Page 2

<u>Space</u>	Number of Persons	Cost Non-Members	Cost Members	Total Fee
___ Great Hall	300	\$200.00	\$ 75.00	_____
___ Sound Room Engineer	N/A	\$ 25.00 per hr.	\$ 25.00	_____
___ Studio – Douglasdale	50	\$ 65.00	\$ 40.00	_____
___ Studio – Middle A	20	\$ 45.00	\$ 25.00	_____
___ Studio – Middle B	10	\$ 30.00	\$ 15.00	_____
___ Studio – Middle (Full)	50	\$ 65.00	\$ 40.00	_____
___ Lower Level	40	\$ 15.00	\$ 15.00	_____
___ Library	40	\$ 65.00	\$ 40.00	_____
___ Nursery (limited availability)	25	\$ 30.00	\$ 30.00	_____
___ Utilities fee (for any part of Of the building, July-August only)	N/A	\$400.00	\$200.00	_____
___ Janitorial Services (anything over 2 hours will be billed at an additional \$13.00 per hour fee)	N/A	\$ 30.00	\$ 30.00	_____
			Total Fee Due	_____
			Deposit Received	_____

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