

Building Use Application
Unitarian Universalist Church of Meadville
Revised: March 4, 2013

Name of organization _____

Contact/Responsible Person _____ Are you a UUCM member? (Circle One) Yes No

Address _____

Phone (day) _____ (evening) _____ Date of Application _____

Email _____

Type of event: _____

Date(s) requested: _____ Time in: _____ Time out: _____

Approximate # of people expected: _____ Will alcohol be served? (Circle One) Yes No

What is the purpose of your group? _____

Will a fee be charged to attend your function? _____ If so, how much? _____

How will you publicize your event? _____

Facility requested _____ Fee _____

_____ Fee _____

_____ Fee _____

_____ Fee _____

TOTAL FEE _____

Will the Audio System be needed? (Circle One) Yes No

Will the Piano be needed? (Circle One) Yes No

Will the Organ be needed? (Circle One) Yes No (Available only with special permission.)

I have read all the rules governing use of facilities accompanying this application. I agree to all conditions and in signing this application acknowledge that I have authority to and do accept responsibility for my group/organization. Responsible party agrees to be liable for any damage done to church property during their occupancy. They also agree to do their own setup and cleanup, leaving the property in the same condition as they found it. Janitorial service is available for a fee. The church reserves the unconditional right to appropriate any part of the building when needed for church use, but an attempt will be made to make other space available if such appropriation is made, or refund the payment.

USE OF THIS FACILITY BY NONCHURCH GROUPS OR INDIVIDUALS DOES NOT CONSTITUTE ENDORSEMENTS OF PRACTICES OR POLICIES OF THE GROUPS OR INDIVIDUALS. NOR MAY THEY USE THE NAME OF THE CHURCH IN THEIR PUBLICITY (EXCEPT FOR STATING LOCATION OF EVENT), NOR MAY THEY USE THE CHURCH DIRECTORY FOR ANY PURPOSE.

Signature of responsible party _____ Date _____

Signature of church acceptance (staff) _____

Date application approved _____

If alcohol is to be served, Board approval _____

References may be requested

Completed applications should be submitted online, in person or mailed to:

Administrator

Unitarian Universalist Church of Meadville

346 Chestnut Street

Meadville PA 16335