



TOWSON UNITARIAN UNIVERSALIST CHURCH RENTAL APPLICATION/CONTRACT

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| NAME OF ORGANIZATION: | | DATE: | | | |
| CONTACT NAME: | | PHONE: | | | |
| ADDRESS: | | CITY, ST, ZIP | | | |
| EMAIL: | | | | | |
| OTHERS RESPONSIBLE FOR THE EVENT: | | | | | |
| NAME: | | PHONE: | | EMAIL: | |
| NAME: | | PHONE: | | EMAIL: | |
| NAME: | | PHONE: | | EMAIL: | |
| PURPOSE OF USE: | | | | | |
| DATE OF EVENT | | SET UP TIME | START & END TIME OF EVENT | | CLEAN UP |
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| COST OF RENTAL TIME INCLUDES SET UP TIME THROUGH CLEAN UP TIME OF EVENT. | | | TOTAL NUMBER OF HOURS RENTED. | | |
| AUDIO VISUAL NEEDS: | POWERPOINT PRESENTATION | MUSIC | MIC | ZOOM FEED | ZOOM RECORDING |
| LIST ALL AREAS TO USE DURING THE RENTAL PERIOD. BUILDING AND/OR LAND AREAS REQUESTED: | | | | | |
| NUMBER OF PEOPLE EXPECTED: 10-12 | | | IS EVENT OPEN TO THE PUBLIC? | | YES NO |
| SERVING ALCOHOL? (WINE AND/OR BEER ONLY) | YES | NO | COPY OF LIQUOR LICENSE(S) ATTACHED: | | |
| KITCHEN USE: | OVEN/MICROWAVE/REFRIGERATOR/DISHWASHER | | RENTAL COMMITTEE APPROVAL ATTACHED: | | |
| CHARITY BENEFITTING? (NAME OF CHARITY) | | IS THERE AN ADMISSION CHARGE? | | YES | NO |
| CERTIFICATE OF INSURANCE REQUIRED DESIGNATING TUUC AS ADDITIONAL POLICY HOLDER. | | | | | |
| INSURANCE COMPANY: | | | | | |
| SIGNATURE: | | | | DATE: | |
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TOWSON UNITARIAN UNIVERSALIST CHURCH RENTAL FINANCIAL AGREEMENT

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| SECURITY DEPOSIT: (MUST BE INCLUDED WITH THE APPLICATION TO RESERVE SPACE) | \$ |
| RENTAL FEE FOR: See schedule | \$ |
| RENTAL FEE FOR: | \$ |
| MONITOR FEE: | \$ |
| A/V RENTAL FEE: | \$ |
| KITCHEN RENTAL FEE: | \$ |
| TOTAL DUE TODAY: | \$ |
| TOTAL DUE ONE WEEK PRIOR EVENT: | \$ |

The UNDERSIGNED AUTHORIZED REPRESENTATIVE agrees that his/her group will abide by the rules appended hereto and will comply with all federal, state, and local laws while using the church facilities. Furthermore, the undersigned authorized representative agrees that this group will indemnify and hold harmless the church from and against any loss suffered by the church arising out of use of the church by the group unless such loss is based on the sole negligence of the church.

Please make checks payable to **Towson Unitarian Universalist Church or TUUC**. If you wish to pay via credit card, payments accepted through PayPal to treasurer@towsonuuc.org. Payee is responsible for all PayPal service charges.

NOTE: Insufficient fund fee on all returned checks is \$36.00. Cash or PayPal only accepted for future payments.

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| SIGNATURE OF AUTHORIZED REPRESENTATIVE: | DATE: |
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| TOWSON UNITARIAN UNIVERSALIST REPRESENTATIVE: | DATE: |
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| FOR OFFICE USE ONLY: | | |
| DEPOSIT AMOUNT PAID: | DATE RECEIVED: | CHECK#: |
| RENTAL AMOUNT PAID: | DATE RECEIVED: | CHECK#: |
| DEPOSIT AMOUNT REFUNDED: | TUUC CHECK#: | DATE MAILED: |
| MONITOR FEES: | TUUC CHECK#: | MONITOR NAME: |