



TOWSON UNITARIAN UNIVERSALIST CHURCH RENTAL APPLICATION/CONTRACT

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
COST OF RENTAL TIME INCLUDES SET UP TIME THROUGH CLEAN UP TIME OF EVENT.		TOTAL NUMBER OF HOURS RENTED.	
LIST ALL AREAS TO USE DURING THE RENTAL PERIOD. BUILDING AND/OR LAND AREAS REQUESTED:			
NUMBER OF PEOPLE EXPECTED:		IS EVENT OPEN TO THE PUBLIC?	YES NO
SERVING ALCOHOL? <small>(WINE AND/OR BEER ONLY)</small>	YES NO	COPY OF LIQUOR LICENSE(S) ATTACHED:	
KITCHEN USE:	OVEN/MICROWAVE/REFRIGERATOR/DISHWASHER	RENTAL COMMITTEE APPROVAL ATTACHED:	
CHARITY BENEFITTING? <small>(NAME OF CHARITY)</small>		IS THERE AN ADMISSION CHARGE?	YES NO
CERTIFICATE OF INSURANCE REQUIRED DESIGNATING TUUC AS ADDITIONAL POLICY HOLDER.			
INSURANCE COMPANY:			
SIGNATURE:			DATE:



TOWSON UNITARIAN UNIVERSALIST CHURCH RENTAL FINANCIAL AGREEMENT

SECURITY DEPOSIT: (MUST BE INCLUDED WITH THE APPLICATION TO RESERVE SPACE)	\$
RENTAL FEE FOR:	\$
RENTAL FEE FOR:	\$
RENTAL FEE FOR:	\$
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.

SIGNATURE OF AUTHORIZED REPRESENTATIVE:	DATE:

TOWSON UNITARIAN UNIVERSALIST REPRESENTATIVE:	DATE:

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: