

**First Parish Unitarian Universalist Church
BUILDING USE APPLICATION**

Person and/or Organization _____ Phone _____

Address _____

E-mail Address _____

Contact Person if Different _____ Phone _____

Who will be responsible for clean-up _____ Phone _____

(Leave the building in the condition in which you found it. Trash must be taken out with you. Additional building clean-up charges will be billed to you.)

Date Requested _____ **From** _____ **To** _____ **Day of Week** _____

	Up to 4 hours	More than 4 hours
___ Worship Center (Sanctuary)	\$150	\$250
___ Parish Hall	\$100	\$150
___ Parlor	\$50	\$75
___ Library	\$50	\$75
___ Nursery	\$25	\$40
___ Kitchen	\$50	\$75
___ Chapel/Meeting Room	\$50	\$75
___ Youth Group Room (basement)	\$25	\$35
___ Pre-School Basement	\$50	\$75

(Limited Availability. Requests must be made in advance)

There will be a refundable security deposit of \$100 when appropriate.

An adult must be on site at all times for any Youth Event (under 21 years old)

Please state briefly your intended use of the space and any special equipment needs

* I have read the general guidelines on the reverse side of this agreement and agree to the terms.

Signature of Applicant _____ Date _____

First Parish Unitarian Universalist Church, 114 Main Street, Kennebunk, ME 04043

e-mail: uukennebunkoffice@gmail.com

website: www.uukennebunk.org

**General Guidelines for use of
First Parish Unitarian Universalist Church, Kennebunk, Maine**

1. In the event that there are special custodial or security needs, as determined by the Church, there will be an additional charge to cover the cost.
2. NO SMOKING in the building at any time.
3. NO FOOD in the Sanctuary at any time.
4. NO ALCOHOLIC BEVERAGES.
5. Overnight use is conditional. It requires 4 day advance notice and is conditional on Board approval.
6. Please return key in the slot in the Office door in an envelope marked with the name of your event.
7. Be certain that the lights are out, heat is turned down, and doors are locked unless the event is covered by the Event Sexton.
8. Leave the building in the condition in which you found it. Additional janitorial clean-up will be billed to you.
9. The Church reserves the right to refuse rental to any person or group.
10. In case of an emergency, such as a power failure, loss of heat, plumbing, phone numbers can be found in the kitchen by the telephone.
11. Please note for your safety, exits are clearly marked, fire extinguishers are clearly marked throughout the building, fire escape ladder is located on the left side of the pulpit in the side pews..
12. \$ 100 refundable security deposit for any breakage/damage, aside from normal wear and tear, to furnishings or fixtures, in any part of the building, will be charged to you for repair or replacement based on a professional assessment.
13. Proof of insurance is required for any outside group organization or individual.
14. Event sexton for sanctuary rentals and other events as determined by the church office.
15. You must call the office and request this service which is dependent upon availability. You are responsible for taking down tables and returning chairs to their racks.
16. Children and youth must be supervised by a responsible adult at all times.
17. Please note that ALL trash and recycling needs to be taken out with you.