

APPLICATION AND CONTRACT FOR USE OF FACILITIES

Red River Unitarian Universalist Church
 515 N. Burnett Ave, Denison, TX 75020 (903) 231-3232
www.ruuu.org ~ facilities@rruuu.org



Name of Organization			
Address			
City	State	Zip	
Phone	Email		
Contact Person			
Address			
City	State	Zip	
Phone Number	Cell Number		
Email Address	Work Number		
Date of Use	Setup Time	Begin Time	End Time
Purpose of Event			
Number people expected	Open to the Public?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there an admission charge?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, how much?

Special Requests:

- Serving Refreshments Need to rearrange chapel* Use of Sound equipment**

Fees Quoted based on 3 hours ~ Rates negotiated for longer						
Select	Space Available	Occupancy	Priority 1	Priority 2	Priority 3	Total Fee
	Chapel - (handicap accessible)	89	For Church Committees, Teams & Chalice Circles	For church members wishing to use space for a private event. A donation is requested.	150	
	Barton Parlor	15			40	
	Emerson Room	10			40	
	Classrooms (not air conditioned)	10			20	
	Nursery (limited availability)	5			30	
	Kitchen				50	
	*Church personnel required (chairs)				40	
	**Church personnel required (AV)				30	
Additional Fees – per use						
	Cleaning Deposit (refunded if cleaned)		15	40	40	
	Damage Deposit (for party, reception, high activity events)		100	100	200	

Half of the total rental fee is required in order to reserve the date and space. Full payment must be received ONE WEEK before event. Refunds will be made only with two weeks' notice of cancellation. Funds, payable To Red River UU Church should be given to the Facilities Coordinator. Deposit refunds, less cleaning and/or damage, will be issued within two days following the event.

Signature of the applicant indicates acceptance of the Church Building Use Procedures and Rules

Applicant:	Date:
Facilities Coordinator:	Date: