

# RED RIVER UNITARIAN UNIVERSALIST CHURCH

515 North Burnett Ave ♦ Denison, TX 75020  
903.231.3232 ♦ [info@rruu.org](mailto:info@rruu.org)



## Building Usage Contract for a wedding

NAME OF COUPLE	ADDRESS	CONTACT INFO
_____		Cell _____ - _____
_____		Email _____

WEDDING DATE	TIME	LOCATION	REHEARSAL DATE	TIME	LOCATION
		Chapel			Chapel

<b>CONTRACTUAL DETAILS</b>	<ul style="list-style-type: none"> <li>• This contract is between the couple named above and Red River Unitarian Universalist</li> <li>• 50% of fees are paid when contract signed, remainder paid one week prior to building usage</li> <li>• Deposits are returned the day following the wedding</li> <li>• It is agreed that church utensils, dishes, cutlery, etc. will not be used</li> <li>• Damage deposit mandatory if alcohol is served</li> </ul>
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BUILDING USAGE	USAGE FEES
<input type="checkbox"/> Use of Chapel <input type="checkbox"/> Use of Grounds, including Veranda <input type="checkbox"/> Reception at Church <input type="checkbox"/> Dressing at church <input type="checkbox"/> Room Rearrangement* <input type="checkbox"/> Use of AV equipment*  *church personnel required	<ul style="list-style-type: none"> <li>• Chapel (handicap accessible) \$150.00</li> <li>• Reception at church \$100.00</li> <li>• Dressing in the Barton Parlor \$40.00</li> <li>• Dressing in Upstairs no charge (no AC in room)</li> </ul> Fee modifications, if applicable: _____ _____ _____

REQUIRED ADDITIONAL FEES, as checked
<input type="checkbox"/> \$30 - Sound Technician <input type="checkbox"/> \$40 - Room Rearrangement <input type="checkbox"/> \$50 - Janitorial Service (if you wish the church to clean following the wedding) <input type="checkbox"/> \$50 - Cleaning Deposit (refunded if building is properly cleaned) <input type="checkbox"/> \$200 - Damage Deposit (refunded if no damage)

SIGNATURES AFFIRMING THIS CONTRACT BY PARTIES RESPONSIBLE		DATE SIGNED
For the wedding		
For the wedding		
Facilities Coordinator		

<input type="checkbox"/> COUPLE'S COPY <input type="checkbox"/> OFFICE COPY	TOTAL DUE
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