

	Date of Event:	_____
	Cost:	_____
	Rooms:	_____

FACILITY USE AGREEMENT

BY UUOCR MEMBER

A diverse, caring community, nurturing each other toward spiritual growth, and living our faith through service to the larger community.



Event _____

Date of Event _____

Contact _____

Unitarian Universalist Church of Roanoke

Facility Use Agreement by UUCR Member

Usage Start Time	Usage End Time	Actual Begin & End Time of Event	Date of Event
Description of Meeting/Event			
Repeating Event			
_____ (Day) of the month. _____			
_____ (Day) of the month. _____			
Primary Contact Name		Phone Number	☐ Member
Email address		Alternate Phone Number	
Alternate Contact Name		Phone Number	☐ Member
Email address		Alternate Phone Number	
Room(s) Assigned		Number of Attendees	

Anticipated Number of Attendees: _____ Open to the public/church: ☐ Yes ☐ No Fundraiser: ☐ Yes ☐ No

Do you want the event promoted to the congregation? ☐ Yes ☐ No ☐ Newsletter/Update ☐ Social Media ☐ Pulpit

Unitarian Universalist Church of Roanoke

Facility Use Agreement by UUCR Member

Facility and Set Up

- ☐ Sanctuary (capacity 200)
- ☐ Fellowship Hall (capacity 80)
- ☐ Kitchen (required for any event with food)
- ☐ Olin Room – Conference Room (capacity 20)
- ☐ Wells Room – Conference Room (capacity 15)
- ☐ Broker Room – Children’s Classroom (capacity 20)

☐ Other Spaces (group will set up and break down)

- ☐ Stage
- ☐ Nursery (self-supervised)
- ☐ Memorial Garden
- ☐ Brandon Avenue Parking lot (no grilling)
- ☐ Children’s Playground
- ☐ Parking lot and/or easement (Addendum)
- ☐ Parking Lot for Food Trucks (Addendum)

Additional Needs

- ☐ Coffee Service
- ☐ A/V Portable PA System – location: _____
- ☐ A/V Team Member for sanctuary
- ☐ Music services (group will need to meet with the Director of Music)
- ☐ Music services use of piano: ☐ Sanctuary ☐ Fellowship Hall ☐ Olin Room
- ☐ Ministerial services (group will need to meet with minister)
- ☐ Other (deliveries, additional access, accommodations, etc.): _____

Primary Contact Signature

Date

UUCR Administrator Signature

Date

Unitarian Universalist Church of Roanoke

Facility Use Agreement by UUCR Member

OFFICE USE ONLY

Key #: _____ Key Issued By: _____ Date: _____

Person/Group	Date Notified	Notes/Names
A/V Team		
Director of Music		
Housekeeping		
Minister		
Caring Committee		

Key Returned By: _____

If not returned, Key Replacement Charge: \$25.00 Request Date: _____ Paid Date: _____

By signing below, the Primary Contact indicates that they have **read, reviewed, and understood the Facility Use Policies and Procedures** and agree to accept the responsibility for all information contained therein. Above all, the renter/user of the property agrees to hold harmless UUCR in event of any injury, damage, etc. to an individual or property. (Pay individual musicians, A/V, ministers, etc. personally.)

Room		\$	
Other		\$	
Other		\$	
Other		\$	
Linen Charge		\$	
Set-Up Fee		\$	
Breakdown Fee		\$	
Amount Paid		\$	
Total Due		\$	