

APPLICATION FOR USE OF PIEDMONT UU CHURCH BUILDING & GROUNDS

Please sign and return this form with your rental deposit and key/building use deposit

Name of organization or individual requesting use of the Piedmont UU Church:

Address: _____

Day phone: _____ Evening Phone: _____

Email address: _____

Purpose of building use: _____

Number of participants expected: _____ Date: _____ Hours: _____

Will food and/or beverages be served? _____ * Will alcohol be served? _____

Please specify areas of the building to be used: _____

Sound system and/or piano use:

_____ (initial) I am NOT requesting use of the sanctuary sound system and/or piano. I understand that without permission from the Music Director the sound system and/or piano may not be used for any reason during the rental. The sound system and/or piano will remain covered for the duration of the rental.

_____ (initial) I am requesting use of the sanctuary sound system and/or piano.

Name of responsible party/key holder if different from person listed above:

Address: _____

Day phone: _____ Evening Phone: _____

Email address: _____

I certify that I understand the building use policy of Piedmont UU Church regarding the rental of its facilities and agree to abide by those policies. I guarantee restitution for any loss or damage to Piedmont UU Church resulting from this rental.

Signature of responsible party: _____ Date: _____

**If alcohol is to be served, a copy of a Premises Liquor Liability policy naming Piedmont UU Church as an Additional Named Insured in force for the date of the rental must be attached.*

For Office Use Only

Rental fee: _____ Deposit Amt: _____ Deposit Pd Dt: _____ Check # _____

Balance Due: _____ Balance Pd Dt: _____ Check # _____

Key/Building Use Deposit: _____ Pd Dt: _____ Check # _____

Refund Amt: _____ Refund Dt: _____ Check # _____

Key Given to Renter on: _____ Key Returned by Renter on: _____

Event Canceled Amount Refunded: _____

Reviewed by Office Administrator on _____ (Date) Approved _____ Declined _____

Signature of Office Administrator: _____

Reviewed by Music Director (if applicable) on _____ (Date) Approved _____ Declined _____

Signature of Music Director or PUUC Minister: _____

RENTAL FEE SCHEDULE FOR USE OF PUUC BUILDING AND GROUNDS

Note: 1/2 day rental = 4 hrs or less

	Total Rent	Deposits Required	Balance Due Day of Event
I. PRIVATE USE OF CHURCH BUILDING			
Full Day Rental:	\$500.00	\$200.00 rental deposit \$300 key/building use deposit*	\$300.00
1/2 day Rental:	\$250.00	\$100.00 \$300 key/building use deposit*	\$150.00
II. SINGLE USE OF CHURCH SANCTUARY			
Full Day Rental:	\$350.00	\$200.00 rental deposit \$300 key/building use deposit*	\$150.00
1/2 day Rental:	\$200.00	\$100.00 \$300 key/building use deposit*	\$100.00
III. USE OF THE LARGE, DIVIDABLE CLASSROOM			
Full day Rental:	\$200.00	\$100.00 \$300 key/building use deposit*	\$100.00
1/2 day Rental:	\$100.00	\$ 50.00 \$300 key/building use deposit*	\$50.00
III. MONTHLY EVENT USAGE OF CHURCH SANCTUARY			
(day or evening – for full day recurring usage, contact rental coordinator)			
• Once a month: \$150.00/month (plus \$300 key/building use deposit*)			
• Once a week: \$300.00/month (plus \$300 key/building use deposit*)			
• Twice a week: \$500.00/month (plus \$300 key/building use deposit*)			
Regular meeting day(s) M T W TH F S S			
Regular meeting time from: _____ to: _____			
This agreement extends from: _____ to: _____			
Agreement to be renewed on: _____			
IV. OTHER USAGE			
Event Rehearsal: There is a \$25.00 additional charge if a rehearsal night is required. (Maximum of 1 hour; subject to availability)			
Event Set-up: There is a \$100.00 additional charge for 2 hours or more of event set-up the evening prior. (subject to availability)			

*All rentals require a separate, refundable, key/building use deposit of \$300. The key/building use deposit is refundable pending clean up and condition of premises, including piano and sound system.

Submit application to: Piedmont Unitarian Universalist Church
 9704 Mallard Creek Rd
 Charlotte, NC 28262
 info@puuc.org
 704-510-0008