



East Suburban Unitarian Universalist Church

*4326 Sardis Road
Murrysville, PA 15668*

*www.esuuc.org
(724) 327-5872*

REQUEST FOR SPACE USAGE (2/2004 version)

Group Name _____ Date of Application _____

Leader or Contact Person's Name _____

Mailing Address _____

_____ Phone _____

Purpose of Group _____

Event for which space is desired _____

Event date(s) _____

Day(s) _____

Time(s) _____

Is your group non-profit? _____

Will a fee be charged for this event? _____

If a fee is charged, what will it be? _____

Anticipated attendance at event _____

Room(s) requested _____

Fee charged for space _____ (to be filled in by ESUUC)

A refundable security/holding deposit equal to the greater of 1/2 the rental or \$200, and must accompany each rental reservation.

Person responsible for payment and Phone No. _____

Signature, group leader/contact

Signature, agent for ESUUC

Date

Date

A copy of this form and a map of the church will be sent to the group upon approval of space usage.

RESPONSIBILITIES OF GROUP USING CHURCH SPACE:

- Payment in full within two weeks and final tally of persons attending event (if applicable).
- Group members will use only designated rooms and parking areas.
- Groups are fully responsible for damage incurred as a result of their usage, and for full insurance coverage should any person or their vehicle or property be injured or damaged on the premises.
- Smoking is not allowed in the building.
- Show respect for the building; leave it clean for the next user. (Chairs and tables put away and straightened, trash cleaned up)
- If group is last party out of building, be sure all windows are closed and doors locked.

Recurring events may not be scheduled for more than one year at a time. In the unusual circumstance that a church event necessitates ESUUC use of the space during the above listed times, ESUUC will provide at least 2 weeks notice of that event, and will work with group completing this form to have the least impact on their scheduled activities. ESUUC reserves the right to terminate this agreement due to property damage or use inconsistent with the UU principles and ESUUC policy.

In case of **Scheduling issue**, please call Leona Dunnett (724) 327-3841

If you can't reach her, or have any other issue, **emergency** or problem, please contact Gerard Katilius (President), home (724) 327-6321, cell (412) 680-3989.

Send completed forms to:

Facilities Manager
ESUUC
4326 Sardis Road
Murrysville, PA 15668

