

UNITARIAN UNIVERSALIST CHURCH of the MONTEREY PENINSULA  
490 Aguajito Road, Carmel, CA 93923 (831) 624-7404

## BUILDING USE RESERVATION

SPONSORING ORGANIZATION:

DESCRIBE EVENT:

EVENT DAY & DATE:

HOURS RESERVED: from \_\_\_\_\_ to \_\_\_\_\_  
(Including hours for set-up and clean-up)

ANTICIPATED ATTENDANCE:

**PROGRAM HOURS:** from \_\_\_\_\_ to \_\_\_\_\_  
ADULTS \_\_\_\_\_ CHILDREN under 18 \_\_\_\_\_

PERSON RESPONSIBLE for MONITORING CARE of FACILITIES during EVENT:

*(There is a surcharge\* when church staff provides monitoring care.)*

NAME:

PHONE:

ADDRESS:

CITY/ZIP:

ROOMS TO BE USED:

**Main Floor**

- FOYER
- SANCTUARY
- KITCHEN
- FRIENDSHIP
- NURSERY
- SUNDECK

**Lower Level**

- ALCOTT
- BALLOU
- BARTON
- EMERSON
- KING

*(Ask for separate reservation form to arrange use of organ or piano.)*

BUILDING USE FEES only cover the current costs.

	first two hours	+ # of add'l hours	x rate per add'l hour	= TOTALS
SANCTUARY MEETING SPACE:	\$ 60	+ _____	x \$ 20	= \$ _____
OTHER MEETING ROOMS:	\$ 30	+ _____	x \$ 10	= \$ _____
RECEPTIONS: (sanctuary, kitchen, and sundeck)	\$120	+ _____	x \$ 40	= \$ _____
* STAFF CARE (if required): <i>(A minimum of 1 week's notice is required for set-up by sexton.)</i>	\$ 30	+ _____	x \$ 10	= \$ _____

**TOTAL**

25% DEPOSIT (reserves space) \$ \_\_\_\_\_ BALANCE \$ \_\_\_\_\_ IS DUE ON \_\_\_\_\_

CHECK # \_\_\_\_\_ DATED: \_\_\_\_\_ CHECK # \_\_\_\_\_ DATED: \_\_\_\_\_

**For the protection of the church and those who use our space, persons or groups reserving the building may be required to provide proof of liability insurance.**

Does your organization maintain liability insurance through your national office or primary location?  YES  NO

If yes, please instruct your insurance carrier to provide this church with a certificate of insurance, listing our church as an additional insured. Company and Policy Number: \_\_\_\_\_

Do you personally have liability insurance covering this activity?  YES  NO

Company and Policy Number: \_\_\_\_\_

**The undersigned being the person responsible for the above use arrangements agrees as follows on behalf of the above group and/or individual(s):**

- ▶ to comply with the rules of the Unitarian Universalist Church of the Monterey Peninsula regarding the use of its facilities — a copy of which the undersigned has received and read;
- ▶ to comply with all applicable local, state, and federal laws while using church facilities;
- ▶ to reimburse the Unitarian Universalist Church of the Monterey Peninsula for any damages the church may suffer by reason of the use of its facilities by the undersigned and/or said group and to hold the church harmless
- ▶ and that no use other than that described above will be made of church facilities.

**This building reservation form must be signed by the person (or representative of the group) who is financially responsible for the above event.**

APPLICANT'S SIGNATURE \_\_\_\_\_

POSITION/TITLE \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_

RESERVATION CONFIRMED BY: \_\_\_\_\_

DEPOSIT RECEIVED \$ \_\_\_\_\_ DATE \_\_\_\_\_ Ck # \_\_\_\_\_  CONFIRMED

BALANCE RECEIVED \$ \_\_\_\_\_ DATE \_\_\_\_\_ Ck # \_\_\_\_\_  CONFIRMED

DETAILS OF SET-UP DESIRED: