



# Unitarian Universalist Meeting House

819 Main Street P.O. Box 18  
Chatham, MA 02633  
Tel: 508-945-2075 Email: uumh@uumh.net

## FACILITY REQUEST FORM

Group/Organization: \_\_\_\_\_ Non-Profit Y or N

Type of Event: \_\_\_\_\_

Contact/Responsible Person: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Room(s) Requested: Sanctuary:\_\_\_\_ Fleck Room:\_\_\_\_ Library: \_\_\_\_\_

Capacities: Sanctuary 120 people, Fleck Room 60 people, Library 8 people.

One Time only: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_  
\_\_\_\_\_

date

Regularly Scheduled: \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_  
date(s)

Special Needs (support setting up, AV, etc.) at additional cost:\_\_\_\_\_

Revised 10/13/2023

The Meeting House does not have a custodian. You are responsible for setting up and cleaning up. If cleaning is required after your event, you will be charged \$25/hour.

- Empty all trash containers and take trash with you.
- Return tables and chairs to area taken from.
- Clean up all spills on floor.
- Clean kitchen counters and sink (if used).
- Remove all food from refrigerator and kitchen.
- Restrooms- Rooms are vacated; lights out and no toilets are running.
- All trash picked up and removed.
- Turn lights off.
- Lock doors.

## RENTAL RULES AND REGULATIONS

- A deposit of 25% is required within 10 days receipt of written contract. Full payment due 14 days prior to event. No bill or notice will be sent.
- In the event of cancellation, less than thirty days prior to the event, the lessee will forfeit the entire deposit.
- No smoking in the Meeting House
- No cooking
- Finger sandwiches and bakery type snacks, coffee and soft drinks permitted and may be consumed only in the Fleck Room or outdoors.
- The usage of the piano or organ is only permitted by prior arrangement.
- Events over 100 attendees are required to provide a police detail to regulate traffic at the expense of group using the facility.
- Groups using the facility will be responsible for all local permits.
- The group using the facility is to set up, clean up and return room furnishings to original configuration.

## PARKING

The Meeting House has limited on-site parking. Parking in Public Town Lots and on the southeast side of Oyster Pond Furlong is recommended. While large groups require a Police Detail, smaller groups may wish Police presence to aid in crossing streets in the evening.

## RENTAL FEES and POLICIES

Sanctuary: \$500/4 hours

Fleck Room: \$150/4 hours

Library: \$50/4 hours

Fleck Room and Library are not available May thru September because of the Thrift Shop. UUMH member personal use: No charge  
UUMH member hosting outside use: 50% discount

I have read all the rules governing the use of this facility. I agree to all the conditions and in signing this application acknowledge that I have the authority to and do accept responsibility for my group/organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### (OFFICE USE ONLY)

Date Received: \_\_\_\_\_

Date posted on calendar: \_\_\_\_\_

Date Confirmed: \_\_\_\_\_

Deposit Received: \_\_\_\_\_

Payment Schedule: \_\_\_\_\_

Payment Received: \_\_\_\_\_