



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: _____

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: \$400/4 hours

Fleck Room: \$100/4 hours

Library: \$30/4 hours

Fleck Room and Library are not available May thru October 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: _____