

ALL SOULS UNITARIAN UNIVERSALIST CHURCH
730 N. Tejon, CS, CO 80903 (719) 633-7717 www.asuuc.net info@asuuc.net
Facilities Rental/Use Agreement

Application Date:_____ Event Date:_____ Date on Calendar:_____ Time of Event_____

Memorial/Wedding/Ceremony Officiate (if guest):_____ Phone_____

Special Notes:_____ Rehearsal Date:_____ Time:_____

Arrive on premises no earlier than_____ AM PM. Vacate premises no later than _____ AM PM.

Organization/Group:_____ Address _____

Contact Person:_____ Phone (h)_____ (w)_____

Name & Address for deposit refund check:_____

Number of guests_____ Key #:_____ Non-Profit/Member _____

Type of Service:_____

Long Term Rentals will be effective from_____ until _____

Frequency of Use: 0-3 times/yr 4-7 times/yr 8-10 times/yr 11+ times/yr

Church Rooms: Great Hall Small Hall Kitchen RE Area RE Classroom Nursery Annex

Full payment of rental fees is required at least 30 days prior to the event date.

If rental is four or more times a year, rental fees are to be paid monthly no later than the 5th of the month.

I have read the Procedure for Use of Facilities on the reverse side of this page and agree to abide by all of its terms and conditions.

Events Authorized Signature: _____ **Date:** _____

ASUUC Church Administrator: _____ **Date:** _____

	Amount Owed	Amount/Date Paid Check # or Cash	Received by
Deposit \$_____	\$	\$	
Room_____ for # of hours_____ @\$_____ per hour = \$_____	\$	\$	
Additional # of hours _____ @\$_____ = \$_____	\$	\$	
Other Fees (ex. Monthly)		\$	
Balance due \$_____	\$		
Deposit refund sent (Amount & Date)	\$		