

Unitarian Universalist Church of Surprise

17540 N. Avenue of the Arts, Surprise, AZ 85378-2581
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Non-Member Request for Rental of Facilities

Use for rental of facilities by a church member group, organization or person requesting to use our Church facilities for which an admission charge or fee will be required of participants OR for any non-church member group, organization or person.

Date(s) of event: _____

Total time of use: Start time _____ End time _____ Event start time: _____

Name of requester or organization: _____

Contact person: _____ Do you need a key: Yes No

Phone number: _____ Email: _____

*Keyholder signature (required): _____

Nature of event or name of program: _____

Estimated number of attendees: _____

Number of tables and chairs needed to be set up: _____

NOTE: four round tables and 24 chairs will normally be set up in the Social Hall at all times, if more are needed, either the requester handles the set up and take down or the requester must notify the Housing and Property committee to arrange for the work to be done.

Space requested: Sanctuary Social Hall Choir Room other _____

Equipment needed: Podium Wireless Mic Microphone Piano

65" TV with DVD player or computer hook up

Kitchen requested for: Coffee Catering Cooking other _____

Kitchen needs: Stove Coffee maker Refrigerator other _____

NOTE: Equipment must be used only by knowledgeable people to avoid damage. If training is needed or an operator to set up or run equipment is needed, requester must notify the Housing and Property Committee or the Sound Committee to make arrangements.

Fee use schedule:

Sanctuary - \$250 Social Hall - \$150 Choir Room (up to 40 people) - \$75

Sound system, piano, TV with DVD - \$40 each Sound or video technician - \$50

Custodian - \$40, more than 3 hours use or over 150 people can incur extra charges.

Arrangements for opening and closing the church must be made with the Housing and Property Committee if no church members are involved.

Payment of \$ _____ for above use should be made to the Church office by _____ (date)

Responsible person's signature: _____ Date: _____

This form must be given to the Church Secretary - requests using THIS side must be approved by the H&P Committee before being put on the Church calendar.

Approved by H&P Committee: _____ Date: _____