



UNITARIAN UNIVERSALISTS OF TRANSYLVANIA COUNTY  
A WELCOMING CONGREGATION

# BUILDING USE APPLICATION

Today's Date \_\_\_\_\_

One-time Use

Multi/Regular Use

Date(s) Requested for Use \_\_\_\_\_

Name of Group \_\_\_\_\_

Purpose of Event \_\_\_\_\_

### Space Requested (Maximum Capacity)

Regular Conference Room (10)

Sanctuary (142)

Social Room (50)

CRE Conference Room (10)

Front Lobby (40)

Parking (32 cars)

Kitchen

Expected Attendance \_\_\_\_\_ Attendance Fee?  Yes  No If yes, how much \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Contact Person Responsible (must be qualifying UUTC member or friend)

Signature \_\_\_\_\_

Phone \_\_\_\_\_

(By signing this application, I agree to comply with the rules on the back of this form.)

If a key is to be issued, there is a \$25 refundable deposit.

\* \* \* \* \*

Approved  Disapproved By \_\_\_\_\_

User Fee  Yes  No

Comments \_\_\_\_\_

## GENERAL RULES FOR USE OF UUTC BUILDING

<b>No Smoking</b>	The building and grounds are no-smoking areas.
<b>No Alcohol</b>	Only non-alcoholic drinks allowed without specific prior approval by the Building Committee.
<b>Recycle</b>	All trash, bottles, cans, and paper are to be put into appropriate recycle bins found in the restroom off the kitchen.
<b>No Animals</b>	No animals except for handicap guide dogs are allowed.
<b>Noise</b>	Noise levels shall not exceed those mandated by local ordinances. We practice good neighbor policies.
<b>Children</b>	No unattended children will be permitted. Users must provide childcare if needed. Caregivers must be 18 years or older (childcare by a person over 17 is a local ordinance).
<b>Sanctuary</b>	No eating or drinking AT ANY TIME is allowed in the sanctuary..
<b>Storage</b>	No on-site storage of program materials is available. No items belonging to outside groups may be stored on the property.
<b>AV Equipment</b>	It will be assumed that users will provide their own audio-visual equipment. If the UUTC sound system is used, a UUTC-certified operator MUST be used. A fee may be involved for both the use of the equipment and for the operator.
<b>Closing</b>	The facilities must be closed by 10:30 pm. Closing procedures must be followed by the responsible person. This is MANDATORY. All doors should be checked to ensure they are locked from the outside.

**These rules are to ensure the safety and security of the building,  
and of our members, friends, guests, and visitors.**