

FACILITIES USE AGREEMENT:

Name of Event: _____

Organization: _____

Mailing Address: _____

Contact: _____

Phone Number: _____ E-mail: _____

Date(s) of Event(s): _____

Event Start Time: _____ Event End Time: _____

Setup Starts at: _____ Out of Room by: _____

Purpose of Event (meeting, dinner, class, etc.): _____

of people expected: _____ Will alcohol be served? _____

Room(s) Requested:

Sanctuary	<input type="checkbox"/>	Nursery	<input type="checkbox"/>	Portable 1	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	Library	<input type="checkbox"/>	Portable 2	<input type="checkbox"/>
Foyer	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>		

Renter to do setup and return space to normal.

Equipment Needed (Check all that apply):

Kitchen (full serving)	<input type="checkbox"/>	P.A. System (Basic)	<input type="checkbox"/>	Piano (Sanctuary)	<input type="checkbox"/>
Kitchen (coffee only)	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>		

Renter to clean up kitchen after use.

I/my non-profit organization agree(s) to the following terms and conditions governing the use of Woodinville Unitarian Universalist Church facilities (as described above):

1. A refundable damage deposit (\$100 non-food/\$200 food) is required for all events. If the facility is left in a clean and orderly condition at the conclusion of your event, this deposit will be returned within two weeks.
2. Weeknight (Sunday-Thursday) events must end by 9:30 p.m. Weekend events must end at 10:00 p.m., with all rooms vacated by 11:00 p.m. If our caretaking staff is required to work overtime hours due to long-running events, a \$30 per hour fee will be deducted from the damage deposit.
3. If you are serving alcohol at your event (beer and wine only, no spirits), you will be required to obtain either a *Liquor Banquet Permit* (if you're serving alcohol but not selling it) or a *Special Occasion License* (if you're selling alcohol by the glass). Both can be obtained at any Washington State Liquor Store. Copies of such permits must be placed on file with the church office.
4. Unless otherwise agreed and noted, \$100 of your total fee is required as a deposit to secure the facility. The balance due must be received two weeks prior to your event. If the balance is not received on time, it will be considered a cancellation and the room-hold fee is non-refundable.
5. Smoking is not permitted.
6. Pets are not allowed on the WUUC campus. Working animals are, of course, welcome.
7. Advertising for your event may include the church's address but NOT the church's name. (19020 Woodinville-Duvall Road, "across from Cottage Lake Park") Advertising should NOT list the church phone number as a contact for information or list WUUC as a sponsor of the event.
8. You will provide proof of insurance prior to the event. The undersigned organization agrees to hold WUUC harmless against any claim for damages resulting from any injury occurring during or as a result of any person's participation in the event for which the space is rented.
9. WUUC agrees to provide your organization with a clean heated room, with the furniture and equipment as requested. WUUC is not responsible for stolen property.

I/we agree to the terms and conditions listed above.

Organization's Representative or Individual(s) _____

Today's Date _____

Room Fee: _____

Other Fee (specify): _____

Total Fee: _____

Refundable Damage Deposit: _____

Total Amount Due (all fees + damage deposit): _____

Deposit to Hold Room: _____

Balance Due & Date (two weeks prior to event): _____

For Staff Use (please date and initial):

Deposit received: _____ Amount / Date _____ Balance Due Received: _____ Amount / Date _____

Woodinville Unitarian Universalist Church: Facility Rate Schedule¹

MEETING/PRESENTATION RATES:

Room Name	Room Capacity	Half-Day (0-6 hrs)	Full-Day (6-12 hrs)
Sanctuary (as is)	250	\$250	\$400
Sanctuary (piano/ sp. setup)	250	\$350	\$600
Kitchen (coffee serving only)		\$60	\$100
Kitchen (full serving)		\$150	\$200
Nursery Room	20	\$100	\$150
Portable	35	\$120	\$190
Foyer	30	\$50	\$80
Library	12	\$90	\$150

CEREMONY RATES (NON-MEMBER)²:

Room Name	Room Capacity	Half-Day (0-6 hrs)	Full-Day (6-12 hrs)
Sanctuary (as is)	250	\$500	\$800
Sanctuary (piano/ sp. setup)	250	\$600	\$900
Kitchen (coffee serving only)		\$60	\$100
Kitchen (full serving)		\$150	\$200
Nursery (as changing room)	20	N/C	N/C
Portable	35	\$120	\$190
Foyer	30	\$50	\$80
Library	12	\$90	\$150

Fees may be reduced for non-profit groups requesting recurring use.

Woodinville Unitarian Universalist Church

P.O. Box 111
Woodinville, WA 98072

Room rates include:

-Standard setup (except the Sanctuary, where a special setup/piano use incurs an extra fee)

-One free rehearsal for concert/recitals (contingent on room availability)

WEDDING/COMMITMENT

Building attendants are required at \$20/hour per person for all non-member/non-WUUC events.



WOODINVILLE UNITARIAN UNIVERSALIST CHURCH

Member of the Unitarian Universalist Association

Dear Potential Renter,

We're delighted that you are considering Woodinville Unitarian Universalist Church as the site for your upcoming event. Our church is located outside of downtown Woodinville, surrounded by evergreen woods. Completed in 2003, our facility includes several small and large meeting and event spaces, with a kitchen and ample parking. While church programs will always take precedence, we have space available and we are glad to share our facility with non-profit groups in search of a home, whether for one day or on a recurring basis. Our facility is also available for weddings, recitals and similar events to celebrate personal events.

You may have questions about the facilities, the equipment available, or the kinds of setups possible. Feel free to call us – we're happy to walk you through this process, step-by-step.

Because of tax reasons, we are able to rent our facility only to non-profit organizations or to individuals for not-for-profit purposes.

Inside this pamphlet you will find information you need to request a room at WUUC. Simply fill out the questionnaire, sign off on the terms and conditions listed, and return this form to WUUC. Our Office Administrator will contact you, advise you of facility availability, and give you an estimate for the cost of your event. The rates listed on the Facility Rate Schedule are intended to recover the cost of the facilities and their upkeep. A \$100 deposit will be required to confirm your reservation. The balance is due two weeks prior to the event – if the balance is not received on time, it will be considered a cancellation, and your deposit will not be returned. (See Term & Condition #4)

Thank you for your interest in using the facilities of Woodinville Unitarian Universalist Church. We look forward to hearing from you soon.

Peace,

Lori Varosh
Office Administrator
(425) 788-6044
office@wuuc.org

Facilities Use Agreement Enclosed!

¹ Rates effective June 1, 2006

² Officiant, music, flowers, decorations and food/beverages are to be arranged by the renter. They are not provided by WUUC.