

**BUILDING RENTAL APPLICATION FORM**  
**FIRST UNITARIAN CHURCH**  
605 Morewood Avenue  
Pittsburgh, PA 15213  
412/621-8008  
412/621-9011 FAX  
[www.first-unitarian-pgh.org](http://www.first-unitarian-pgh.org)

*Please complete items 1 through 5. Items 6 and 7 are optional.  
The Business Manager will assist you with items 8 through 12.*

**1. CONTACT PERSONS:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

**2. ORGANIZATION OR GROUP:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Website: \_\_\_\_\_

Telephone: \_\_\_\_\_

Annual Budget: \_\_\_\_\_

**3. DATE, TIME, AND ROOM REQUESTED:**

Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Room: \_\_\_\_\_

4. DESCRIPTION OF EVENT:

5. ESTIMATED ATTENDANCE:

6. DISCOUNT QUALIFICATION: *As part of our social ministry with the larger community, we will offer a discounted rental rate to non-profit performing arts organizations, educational organizations, social justice organizations, and personal support groups when we are persuaded that the purpose of these organizations or groups reflects our own Mission Statement and Ends Statement. Given what you know about the religious values of First Unitarian Church, please explain how the purpose of our organization or group aligns with the purpose of First Unitarian Church.*

7. COMMITTEE OR AFFINITY GROUP SPONSORSHIP: *If a committee or affinity group of First Unitarian Church has agreed to sponsor this event, please provide the name of the group, a brief but reasoned statement of sponsorship that refers specifically to the group's purpose and scope of activity, and the signature of a group leader.*

Name of committee or affinity group: \_\_\_\_\_

Statement of sponsorship:

Signature of committee chair or group leader: \_\_\_\_\_

**8. FINANCIAL ARRANGEMENTS**

Rooms and Rental Rates (as of May 1, 2008):

<u>Room</u>	<u>Standard Fee</u>	<u>Less 50% Discount</u> (if applicable)	<u>Net Fee</u>
Sanctuary	\$275.00	\$137.50	_____
Semple Room	\$75.00	\$37.50	_____
Undercroft Gallery	\$200.00	\$100.00	_____
Undercroft Kitchen	included	included	_____
Library	\$40.00	\$20.00	_____
High School Room	\$40.00	\$20.00	_____
Middle School Room	\$40.00	\$20.00	_____
Schweitzer Room	\$85.00	\$42.50	_____
Schweitzer Kitchen	included	included	_____
Priestley Room	\$60.00	\$30.00	_____
Eliot Room	\$25.00	\$12.50	_____
Gandhi Room	\$25.00	\$12.50	_____
Fahs Room	\$25.00	\$12.50	_____
Garden	\$150.00	\$75.00	_____
<b>RENTAL FEE SUB-TOTAL</b>			_____

Additional Charges:

*Church policy requires that a building security provider be present throughout all rental events. Building security is provided from 9:00 AM to 4:30 PM Monday through Friday, and from 6:00 PM to 9:00 PM Sunday through Friday. If your event does not take place during these times, you will need to cover the cost of having a building security provider present. This cost is \$10 per hour.*

Security	\$10 per hour	_____
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*In rare instances, the church sexton may be able to provide assistance with advance set-up (e.g., chairs and tables). This needs to be scheduled well in advance..*

Set-up charge	\$10 per hour	_____
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*Depending on the nature of the event and the nature of the relationship between First Unitarian Church and the organization or individual renting space, the church may require a clean-up deposit which would be refunded if the space rented is left at least as clean as it was found.*

Clean-up deposit	up to \$250	_____
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<u>Total Due:</u>	_____
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*Please make your check out to "First Unitarian Church."*

9. ADDITIONAL POINTS OF AGREEMENT

First Unitarian Church will be responsible for:

\_\_\_\_\_ will be responsible for:

10. ADDITIONAL POINTS OF UNDERSTANDING: *Anything else that needs to be clarified.*

11. STATEMENT OF RESPECT AND SAFETY

In submitting this rental application, we agree (1) to respect the property of First Unitarian Church, including the building and its contents; (2) to respect the religious affirmations of First Unitarian Church whether or not we agree with them; (3) to leave the building at least as clean as we found it; (4) to refrain from any activity which would compromise the safety of any person using the church building; and (5) to report to the Business Manager any unsafe conditions.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

12. APPROVAL

Rita Gates, Business Manager: \_\_\_\_\_

Date: \_\_\_\_\_