

**Unitarian Universalist Fellowship in Chico**  
**1289 Filbert Avenue**  
**Chico, CA 95926**  
**(530) 343-1693**

**Facility Use Application/Agreement**

CONTACT INFORMATION

Person Requesting Use: \_\_\_\_\_ Phone: \_\_\_\_\_  
Non-Profit Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email \_\_\_\_\_

USE INFORMATION

Date(s) Requested: \_\_\_\_\_ Times: From \_\_\_\_\_ to \_\_\_\_\_  
Please check box that applies:  
One time use \_\_\_\_\_ Ongoing use: weekly \_\_\_\_\_ Ongoing use: monthly \_\_\_\_\_  
Description of function/event \_\_\_\_\_  
Purpose of function/event \_\_\_\_\_  
Number of Adults expected \_\_\_\_\_ Number of Children \_\_\_\_\_

FACILITIES & EQUIPMENT REQUESTED

Fellowship Hall     Youth Hall     R.E. Building     Sanctuary  
 Kitchen             Sound System (Sanctuary)     Piano  
 Other (please specify) \_\_\_\_\_

**FOR CHURCH USE**

Approvals & Exceptions, if any: \_\_\_\_\_  
\_\_\_\_\_  
\$200 Deposit Rec'd Date: \_\_\_\_\_  
User Fee Rec'd Date: \_\_\_\_\_  
Returned Deposit Amount and Date: \_\_\_\_\_

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Key(s) issued to: \_\_\_\_\_ Phone: \_\_\_\_\_  
Key(s) returned (date): \_\_\_\_\_

Rental arranged by: \_\_\_\_\_

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FACILITY USE FEES

Fellowship Hall (up to 49 people)	\$60 for first 2 hours	\$10/hour thereafter
Youth Hall (up to 49 people)	\$50 for first 2 hours	\$10/hour thereafter
R.E. Building (up to 30 people)	\$50 for first 2 hours	\$10/hour thereafter
Sanctuary (up to 105 people)	\$200 for first 4 hours	\$25/hour thereafter
Kitchen	\$25 flat fee	

Sound system/AV equipment: to be negotiated prior to event and will involve an additional fee.

TERMS

- Reservation/cleaning deposit of \$200 is required to reserve a spot on the calendar. This deposit will be returned within two weeks, minus any necessary cleaning fees.
- There is a \$50 cancellation fee. If there is less than one week notice of cancellation, the fee is \$100.
- Use fee is due prior to event.
- All users must sign a contract before their event.
- We do not allow overnight storage of non-Unitarian equipment.
- The grounds may be used only if building is rented, unless by special arrangement.
- **NO SMOKING IN BUILDINGS.** User is responsible to provide for the complete disposal of all cigarette butts.

HOLD HARMLESS AGREEMENT

We/I have read, understood, and agree to abide by and enforce the { building use guideline/policy } governing the use of church facilities. We/I agree to defend, hold harmless and indemnify the Unitarian Universalist Fellowship in Chico for every claim and demand, whether for personal injuries, property damage, or otherwise which may be made by any person or entity, including members of said organization which may arise, either directly or indirectly, out of the use of this facility by this organization.

I have read and agree to all of the terms of this Facility Use Agreement and all attachments.

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

Signed: \_\_\_\_\_

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

UUFC representative: \_\_\_\_\_

Signed: \_\_\_\_\_

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

