

**FIRST UNITARIAN CHURCH**  
**101 E. Northshore Drive**  
**South Bend, IN 46617**

Name of Organization \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Number to be in attendance \_\_\_\_\_

Time meeting begins \_\_\_\_\_ Time meeting ends \_\_\_\_\_

Description of event \_\_\_\_\_

Person responsible \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

Room(s) reserved \_\_\_\_\_

Kitchen Yes \_\_\_\_\_ No \_\_\_\_\_ Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_

Will want to come and prepare ahead of time \_\_\_\_\_ If yes, state date and time \_\_\_\_\_

Musical instruments required: Piano \_\_\_\_\_ Other \_\_\_\_\_

Other items needed: (Blackboard, Lectern) \_\_\_\_\_

Other \_\_\_\_\_

**General Information:**

*Welcome to First Unitarian Church. May your coming in and going out of our building be a good experience for both your organization and our church.*

*The organization and individuals using the building are to leave the facilities in the same condition in which they found them or as directed by the Church Office. Any communications regarding the quality of service rendered are to be directed to the Church Office.*

Fee \_\_\_\_\_ (Please make check or money order payable to First Unitarian Church.  
Fees are due one week before the day of the meeting.)

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

*Signature indicates receipt and acceptance of Procedures for the One-time Use of the Church Facilities*

Approved \_\_\_\_\_ Date \_\_\_\_\_

(by church)

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**PROCEDURES FOR THE ONE-TIME USE OF THE CHURCH FACILITIES**

1. Reservation requests for use of the church facilities are to be submitted to the church office. Each request is to include: date, start and finish time, space desired, a description of the event planned (including the number of people involved), church equipment needed, plans for set-up and clean-up, and the name of the person and organization responsible for arrangements. To avoid disappointment, applications for the use of the facilities should be made as far in advance as possible of the planned event, but no later than one week prior to the date of the event.
2. The regular program of the church has priority over the use of the church building. Other events will be entered on the church activity calendar on a first-come, first-serve basis.
3. Organizations involved in activities to enhance the community (mayor's night out, neighborhood associations, AIDS Ministries, etc.) may use the church free of charge. When appropriate, a donation will be suggested. Such groups will provide a \$25.00 deposit. If a question arises, the board will determine whether the activities of the organization enhance the community.

a. There is no charge for the use of the church facilities for any First Unitarian organization or program.

b. The charges for the use of the church facilities by groups not directly related to the church program are:

<b>Social Hall</b>	for 20 people or less	\$ 50
	for 21 people or more	\$ 75 ( plus \$25 refundable deposit)
<b>Classrooms</b>	per half day	\$ 15
<b>Kitchen</b>	privileges	\$ 25 ( plus \$25 refundable deposit)
<b>Krider Library</b>		\$ 25

Charges to church members for personal use will be reduced 50%.

- c. Full payment for a reservation is to be received no later than one week prior to the date of use. If an event is canceled, the church office must be notified of the cancellation at least 48 hours before the scheduled date of use, following which up to 50% of the fee may be refunded at the discretion of the Board, the minister, or the church's rental coordinator.
4. Area used must be left as found, e.g., all decorations removed, chairs and tables replaced, trash bagged and placed in trash container next to the garage, dishes washed and put away, windows and doors locked. Use on Friday or Saturday evening requires group to set up for Sunday service (set-up checklist is on refrigerator door in kitchen).
5. Alcohol may be served only if requested and with a positive recommendation of the church administrator to the Board. The Board reserves the right to refuse permission to serve alcohol at its discretion. The following rules apply:
  - a. No hard liquor may be served at any time.
  - b. Beer and/or wine may be served, but it must be provided by the renter and may not be sold on the premises.
  - c. Alcohol may not be served to minors at any time.
  - d. A refundable damage deposit of \$200 must be made to the Church at least one week prior to the scheduled event.
  - e. A church member must be present to enforce this policy at any rentals during which alcohol is served.
6. The church sound system is not available for use.
7. For security purposes, arrangements for access to the building will be determined when the agreement is signed.
8. The church phone number is 574-234-6588.