## Room Use Philosophy

The Unitarian Universalist

Congregation of Phoenix rents

our buildings and grounds to

outside parties to help defray

operating and depreciation

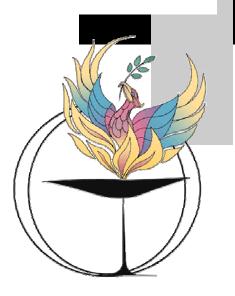
costs and occasionally to pro
vide a venue for organizations

that otherwise may have diffi
culty finding rental space.

- Smoking is prohibited within UUCP buildings. You are responsible for picking up any cigarette butts lying on the ground.
- No artwork or other Sanctuary decorations may be moved OR altered in any fashion.
   NO use of nails, clips or anything that will leave marks may be used for hanging decorations. Only dripless candles may be used and must be attended at all times.
- No food may be served in the Sanctuary.
- User does not include utensils, flatware, cups, glassware, linens, vases, candelabra or other decorative items or supplies. All items such as this must be furnished by the renter.
- The pianos are not available for use, unless requested and used by the UUCP Music Director or designee. The pianos and organ are not to be moved.
- A refundable damage deposit is paid before the event can be scheduled. This deposit will be returned, less applicable charges, within 2 weeks following the event.
- User is responsible for the conduct of all guests and guarantees that all children will be under adult supervision.
- The user is responsible for setting up, taking down and cleaning the area of their use, i.e. moving /cleaning and returning tables, chairs, etc. All UUCP property must be returned to its original location, prior to vacating the premises.
- UUCP may require event insurance, if required, proof must be provided 2 weeks prior to the event or the event will be cancelled without notice.
- User agrees to hold harmless UUCP, its agents, officers, and members, from liability for the consequences of User's negligence.

UNITARIAN UNIVERSALIST CONGREGATION OF PHOENIX

# Room Use Information



www.phoenixuu.org

## Room Use Descriptions

**Sanctuary** 

Capacity: 350

Sanctuary Room Usage Agreement & Room Rental Agreement Required.

UUCP Sound Technician must be hired to use the Sanctuary's Sound Equipment.

Johnson Room

Capacity: 60 - 75

Our 6'x2.5' tables are stored here. This room is 26'x34' or 884 sq. ft.

#### <u>Patio</u>

Is not included in the rental of the Sanctuary or Kitchen.

#### **Meditation Garden**

Is not included in the rental of the Sanctuary.

#### **Memorial Garden**

Capacity: Stand-up 60-70; Seated 50

#### **Kitchen**

Incidental includes basic room use for food storage during event. Full Service includes use of ovens, coffee makers, flatware, mugs, dishwasher.

Weddings, Services of Union, Memorials, Funerals, Concerts, Plays, Group Meetings, Classes, Luncheons, Anniversary Parties.....

We host them all!

### Room Use Rates

Room	Rate Per Hour (2-hr Mini- mum)	Series Rate*	
Sanctuary	\$65	\$35	
Johnson Room	\$35	\$15	
Patio	\$15	N/A	
Meditation Garden	\$10	N/A	
Memorial Garden	\$20	N/A	
Kitchen Inci- dental	\$15	N/A	
Kitchen Full Service	\$25	N/A	
Sound Technician	\$25	N/A	

\*Series means a rental that uses the facility for a specified period each week such as a class.

## Sexton Requirements & Fee

A Sexton must be hired for any room usage after 4 pm Monday through Friday and any Saturday or Sunday events. The only exception is when a member of our congregation is participating in the event and agrees to take on the role as Sexton.

The Sexton's Responsibilities are:

- Opening and Closing Facility for the room use;
- Ensuring that room has been put back in order by rental group at the end of the room use;
- Emergency on call contact;
- Answering questions regarding the facility.

The Sexton does not provide setup, or cleanup assistance.

Fee: \$50 plus \$5 per hour

#### Request for Room Usage Form

Do not submit this form with payment. Completing this form does NOT guarantee room usage at UUCP. All room usage request must first be approved by the Administrator.

Name of Contact and Title
Name of Organization
Phone, Fax, and Email
Description of Event:
Dates & Times Requested (including setup & breakdown):
Anticipated # of Attendees:
Have you used our space before? If yes, when?
Fee Worksheet

1 CO WOIROITECE				
Room/Service	Per Hour Fee	Total Hours**	Total	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
	\$		\$	
Sexton (if applicable) \$50 +	\$ 5		\$	
Subtotal			\$	
Mandatory Refundable De- 25% of Subtotal posit			\$	
Grand Total			\$	

Please fax, mail or drop off this form to the Administrator at UUCP.

4027 E. Lincoln Drive Paradise Valley, AZ 85253 Phone: 602-840-8400 Fax: 602-840-1588

Email: administrator@phoenixuu.org