

ULC facility use application / agreement / damage deposit

A damage deposit equal to the amount of the room(s) use fee is required for all reservations. The damage deposit should be issued as a separate check and will be returned to the user group uncashed if, after the group's meeting has taken place, no damage or special clean up is required. If damage is found and/or extraordinary clean up is required, the damage deposit check will be cashed and funds used to restore the premises to original condition. The remainder (if any) of the funds will be returned to the group. *In exceptional circumstances ULC reserves the right to preempt any group should the need arise.* University Lutheran Church is not responsible for any lost or stolen personal property.

Agreement between University Lutheran Church and User Group

Name of group: _____

Address/Phone: _____

Liaison: _____

Address/Phone/Email: _____

Purpose of Meeting/Nature of Organization: _____

Notes or special circumstances: _____

Requested Date(s): _____ End Date (recurring events): _____

Start Time: _____ End Time: _____

Facilities Requested – Please attach Table 3: ULC facilities use request form and applicable fees

Total Facility Use Fee Due: _____ Total Deposit Due: _____

Insured: Yes No

I have read the guidelines for building use and our organization agrees to abide thereby.

Date Signature of group representative

----- **To be completed by ULC Executive Secretary** -----

Event Coordinator Required (Required for kitchen use or lock up): Yes No

Event Coordinator Assigned and Phone Number _____

“Sponsored” or “Related” Group: Yes No

Approved “Sponsored” or “Related” groups have up to a one year approval and thereafter must reapply.

Date Approved by (church representative)

Table 3: ULC facilities use request form and applicable fees

Estimated attendance	Total time needed (hours)	Estimated parking spaces required				
Item	Requested space / item	Minimum rate	Additional Time	Deposit	Fees	Deposit required
Space (Room Capacity)						
**Sanctuary (400)	<input type="checkbox"/>	\$300/4 hr	\$50/hr	Same as fee		
Fireside Lounge (40 class, 30 reception)	class <input type="checkbox"/> recp <input type="checkbox"/>	\$50/4 hr	\$10/hr	Same as fee		
*Upstairs Kitchen (w/Sanctuary/Lounge)	<input type="checkbox"/>	\$25				
**Fellowship Hall (300 class, 200 reception)	class <input type="checkbox"/> recp <input type="checkbox"/>	\$150/4 hr	\$25/hr	Same as fee		
*Downstairs Kitchen (w/ Fellowship Hall)	<input type="checkbox"/>	\$50				
Downstairs Choir Room (40)	<input type="checkbox"/>	\$50/4 hr	\$10/hr	Same as fee		
Downstairs Library (10)	<input type="checkbox"/>	\$50/4 hr	\$10/hr	Same as fee		
Downstairs Atrium Area (50 class, 35 reception)	class <input type="checkbox"/> recp <input type="checkbox"/>	\$50/4 hr	\$10/hr	Same as fee		
Downstairs Youth Room (30)	<input type="checkbox"/>	\$50/4 hr	\$10/hr	Same as fee		
Classroom (15)	<input type="checkbox"/>	\$50/4 hr-room	\$10/hr	Same as fee		
Staffing						
*Event Coordinator (3 hr minimum)	<input type="checkbox"/>	\$15/hr				
**Custodial Fee (set up/clean up – 2 hr minimum)	<input type="checkbox"/>	\$25/hr				
Sanctuary sound/recording	<input type="checkbox"/>	prearranged				
Equipment						
AudioVisual				\$50		
• Overhead	<input type="checkbox"/>	\$25/day				
• Portable sound podium	<input type="checkbox"/>	\$25/day				
• TV/DVD player	<input type="checkbox"/>	\$25/day				
• TV/VCR	<input type="checkbox"/>	\$25/day				
• Laptop & projector	<input type="checkbox"/>	\$25/day				
• Wireless Internet access	<input type="checkbox"/>	w/access code				
Weddings***						
• Organist (service)	<input type="checkbox"/>	\$125				
• Vocalist / Instrumentalist	<input type="checkbox"/>	\$100				
• Each rehearsal with soloist	<input type="checkbox"/>	\$25				
• Pastor (non-members)	<input type="checkbox"/>	\$300 minimum				
				Total		

* Event Coordinator required

** Custodial fee applies to Sanctuary and Fellowship Hall use

*** Wedding may incur additional ULC staffing expenses. Building use fees are waived for ULC member weddings. For weddings, checks should be written for building use fees and deposits to University Lutheran Church. The organist, vocalists and/or instrumentalists should be paid separately with checks made payable to each one of them. The pastor's fee for non-members covers approximately 15 hours of pastoral time for pre-marital counseling sessions, rehearsal and the wedding.

“Sponsored” or “Related” groups are requested to contribute as they are able. Security deposit and all fees are to be paid at least one week in advance of the event. University Lutheran Church is not responsible for any lost or stolen personal property