

**APPLICATION AND CONTRACT FOR FACILITY USAGE
EVERETT UNITED CHURCH OF CHRIST (EUCC)
2624 ROCKEFELLER AVENUE EVERETT, WA 98201-2998
PHONE: 425-252-7224
churchadmin@everettucc.org**

CHURCH VISION STATEMENT: We are, and we seek to become even more, an urban, multicultural and multiracial congregation of Jesus' disciples. We welcome one another as beloved in God and gathered by the Spirit to call forth, equip, and share reconciling, compassionate, Christ-centered community. We seek Christian unity and interfaith dialogue through diversity in age, abilities, culture, race, economic status, gender, sexual orientation, and creation-keeping. Through biblical and theological inquiry we keep as our guiding spiritual law the practice of the two Great Commandments to receive and offer God's unconditional love.

Adopted 9/29/02 EUCC

In securing a space for an event or meeting at EUCC, you agree to the following:

1. **14 days advance notice / approval.** The Building Use Director shall review all applications to require compliance and give approval of all building use. This contract / application a minimum of 14 days in advance of the requested date of building use. Applications for a continuing series of meetings / events will be reviewed annually. A deposit of \$75.00 or 50% of the rental fee (whichever is greater) is due at the time of the approval of the application. The balance of the fee is due prior to the event.
2. **Provide your own set-up and clean-up.** Set-up of chairs, tables, arranging the room and clean-up of tables, etc. must be provided by the group renting the space. **The room rented must be left at the end of the meeting / event the way it was found prior to the event.**
3. **Locking Building / Key.** If your meeting / event is to be in the evening or on weekends when the church is closed, it will be necessary to contact the office in advance to check out a key **in person** and to get instructions on locking the building to make sure it is secure. Your organization will be held liable for damage resulting from such failure. **Rental fee is due before a key will be issued. It is the responsibility of the individual to return the key in person during church office hours (Monday - Thursday, 10am - 1pm).**
4. **Smoking.** There is no smoking in the building or on church property.
5. **Kitchen Use and Host / Hostess.** If the kitchen is used, the church Host / Hostess will be responsible for setting up the coffee and cleaning of dishes following an event. The renters are expected to also assist in a significant way, with the set up and clean up. A meeting with the Host / Hostess is required prior to the event. The minimum fee paid for the Host / Hostess is three hours, additional fees will be assessed if > 3 hours is required.
6. **Sound System.** A Worship Coordinator is required anytime the Sanctuary's sound system is needed. The renter must coordinate with the Worship Coordinator concerning sound system requirements.

I have reviewed the preceding guidelines and will comply.

Signature

Date

Printed Name

NAME OF GROUP: _____

PURPOSE OF ROOM USE: _____

APPROX # OF PARTICIPANTS: _____

DATE OF EVENT: _____ TIME OF EVENT: _____

TOTAL HOURS ROOM NEEDED INCLUDING SET-UP AND CLEAN-UP TIME: _____

SET-UP DATE: _____ SET-UP TIME FROM: _____ TO _____

EVENT TIME FROM: _____ TO _____

CONTACT PERSON: _____

ADDRESS: _____

MOBILE PHONE: _____ OTHER PHONE: _____

OTHER COMMENTS / INFORMATION PERTINENT TO THIS ROOM RENTAL:

FACILITY USE FEES

ROOM	ONE TIME USE	MONTHLY RATE (1X / WEEK)	CAPACITY
SANCTUARY	\$300 / USE		
RECURRING USE ≥ 50 PEOPLE < 50 PEOPLE		\$600 / MONTH \$400 / MONTH	280
FELLOWSHIP HALL	\$200.00 / 5 HOURS		210
BASEMENT FELLOWSHIP HALL	\$200.00 / 5 HOURS		210
KITCHEN	\$75.00 / HOUR		
KITCHEN HOST/HOESSE	\$60.00 / 3 HOURS (\$20.00/HOUR)		
PARLOR	\$50.00 / HOUR		50
LIBRARY	\$50.00 / HOUR		12
GARDEN ROOM	\$50.00 / USE		15
MUSIC ROOM	\$50.00 / USE		20
PARLOR OR LIBRARY	12 STEP GROUP WITH A WEEKLY MEETING Minimum \$50 / MONTH		
PARKING LOT	\$75.00 / USE		

ROOM**FEE**

_____ \$ _____

_____ \$ _____

TOTAL CHARGES: \$ _____

\$75.00 OR 50%, WHICHEVER IS GREATER IS DUE NOW. REMAINING FEES DUE PRIOR TO THE EVENT.

DEPOSIT RECEIVED? Y/N AMOUNT: _____ BALANCE DUE: _____

CHECK OR RECEIPT NUMBER: _____ RECEIVED BY: _____

_____ **DATE:** _____

SIGNATURE

_____ **DATE:** _____

BUILDING USE DIRECTOR APPROVAL