

The Unitarian Universalist Congregation at Rock Tavern  
P.O. Box 502  
Washingtonville, NY 10992  
[www.uucrt.org](http://www.uucrt.org) (845) 496-9696



## **UUCRT Building Use Donation Request**

All users of the building must adhere to the UUCRT Building Use Policy

### **Building Use Donation Requests for *Sanctuary***

- ***Pledging members in good standing may use the Sanctuary free of charge for "life passage events" such as weddings, memorial or funeral services, child dedications or any ceremonial event***
  - Pledging Members                      Other uses \$100 up to 3 hour block/\$10 each additional hour
  - Non-members                              \$100 up to 3 hour block/\$20 each additional hour
- \*Please do not bring food or drinks into the sanctuary.**

### **Building Use Donation Request for *facilities including kitchen***

Donation for one-time events (birthday/anniversary parties/wedding receptions)

- Pledging Members:                      \$100 for a 3 hour block/\$35 each additional hour
- Non-members:                              \$200 for a 3 hour block/\$50 each additional hour  
+ \$200 deposit (to be returned provided no additional cleaning is required)

### **Building Use Donation Request for *facilities NOT including kitchen***

**\*Please consider a free will donation for the UUCRT at your event.**

Donation for one-time events, i.e. business meeting, workshop

- Pledging Members:                      \$100 for a 3 hour block/\$10 each additional hour
- Non-members:                              \$100 for a 3 hour block/\$20 each additional hour  
+ \$100 deposit (to be returned provided no additional cleaning is required)

Donation for recurring events - minimum of 3 events booked (2 to 3 hour blocks)

- Pledging Members:                      Free of charge if donations are less than \$20  
\$20 per use if donations are greater than/equal to \$20
- Non-members:                              \$35 each use  
+ \$100 deposit (to be returned provided no additional cleaning is required)

\*Unless otherwise approved by the Board in advance, all monies collected will be turned over to the UUCRT Treasurer and used for the operating expenses of the UUCRT.

Approved by Board of Trustees (5/22/2016)

## Building Use Form

## Unitarian Universalist Congregation at Rock Tavern

(Approved by Board of Trustees (5/22/2016))

Use this form for communication between UUCRT Board of Trustees and building use requestees.

**Step 1: Have member contact bring your request to a Trustee of the Board using form below.** Form must be complete. Be sure to **check the availability of date** on UUCRT calendar. (<https://sites.google.com/a/uucrt.org/main/upcoming-events/our-calendar>.)

**Step 2: If you do not have a member contact**, mail the completed form to: UUCRT, P.O. Box 502, Washingtonville, NY 10992 Attention: Building Use When submitting your request, please consider that the UUCRT board typically meets on the last Sunday of the month except for July/August. \*Additional \$50 donation may apply if personnel is needed to open and close building.

**Step 3:** Upon approval, you will be notified via e-mail or phone. Please inform your member contact if you would like your event listed in the UUCRT newsletter. **Before final approval and listing on the newsletter and/or calendar, all fees must be paid.** Submit two checks (one for building fee and one for deposit made out to the UUCRT) to your member contact.

UUCRT Member Contact \_\_\_\_\_

Name of Event \_\_\_\_\_

Description of Event \_\_\_\_\_

Proposed Date \_\_\_/\_\_\_/\_\_\_ Start Time \_\_\_\_\_ am or pm End Time \_\_\_\_\_ am or pm

Was UUCRT calendar checked?    yes    no

Name(s) of Organizer \_\_\_\_\_

Phone(s) \_\_\_\_\_ Email(s) \_\_\_\_\_

**Responsibilities:** *To be posted in the kitchen by keys on day/evening of event(s)*

**Cleanup:** Name \_\_\_\_\_ Contact Information \_\_\_\_\_

**Lockup:** Name \_\_\_\_\_ Contact Information \_\_\_\_\_

Do you want event listed in UUCRT newsletter? \_\_\_\_\_ If yes, please inform member contact **asap**.

**\*Please consider a free will donation for the UUCRT at your event. Thank you!**

Respectfully submitted by: \_\_\_\_\_