

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 provide a venue for organizations that otherwise may have difficulty 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.

Patio

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 Minimum)	Series Rate*
Sanctuary	\$65	\$35
Johnson Room	\$35	\$15
Patio	\$15	N/A
Meditation Garden	\$10	N/A
Memorial Garden	\$20	N/A
Kitchen Incidental	\$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

Room/Service	Per Hour Fee	Total Hours**	Total
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Sexton (if applicable)	\$50 + \$5		\$
Subtotal			\$
Mandatory Refundable Deposit		25% of Subtotal	\$
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**