



Application and Contract for Use of Facilities
 Red River Unitarian Universalist Church
 515 N. Burnett Ave, Denton, TX 75020 (903) 231-3232
www.rruu.org facilities@rruu.org

Name of Organization _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Cell Number _____

Email Address _____ Work Number _____

Date of Use _____ Begin Time _____ End Time _____

Purpose of Event _____

Number people expected _____ Open to the Public? ___ Yes ___ No

Is there an admission charge? ___ Yes ___ No If Yes, how much? _____

Special Requests:

Need to rearrange room _____

Serving refreshments _____

Use of Kitchen equipment _____

Use of Sound equipment _____

Select	Space Available	Max # of Persons	Priority 1	Priority 2	Priority 3	Total Fee
	Fees Quoted based on 3 hours – Rates negotiated for longer					
	Chapel - (handicap accessible)	50	0	Donation	150	
	Adult Forum	15	0	Donation	40	
	Library	10	0	Donation	40	
	Board Room	10	0	Donation	40	
	Nursery (limited availability)	5	0	Donation	30	
	Kitchen		0	Donation	50	
	Sound Tech		0	Donation	30	
	Additional Fees – per use					
	Cleaning Deposit (refunded if cleaned by group using area)		15	40	40	
	Damage Deposit (for parties, receptions & high activity events)		100	100	200	

Half of the total rental fee is required in order to reserve the date and space. Full payment must be made in advance of the event. Refunds will be made with two weeks notice of cancellation. Payment should be made to the Facilities Coordinator.

Signature of the applicant indicates acceptance of the church building use procedures and rules

Applicant _____ Date _____

Church Administrator _____ Date _____