

Unitarian Universalist Church in Reston

1625 Wiehle Ave., Reston, VA (703) 956-9155

APPLICATION FOR USE OF UUCR FACILITY

Name of Individual or Organization		Phone/email/Fax
Purpose of Organization	Address	Credit Card info
Name and Address of Sponsoring Group <small>(if different)</small>	Non Profit Y/N	EIN #
Event Name and Description	Room(s) Requested	Date Requested/Recurring?
Starting Time <small>(add 20 min for set-up)</small>	Ending Time <small>(add 20 min for clean-up)</small>	Total Hours <small>(including 20 min set up and 20 min clean up)</small>
East or West Entrance	Food Consumed/Alcohol Use	Applicant Name/Organization
Equipment You Will Bring On Site	Church Equipment You Request to Use	
Basic Fee	Security Deposit	Sexton's Fee
AV / Piano / Misc Fee	Cleaning Prior to Event Fee	Total Amount Due
Amount Received	Date	Balance Due <small>(14 days Prior to Rental Date)</small>
Renter's Signature		Date
Rental Agent Signature		Date