



**Unitarian Universalist Congregation of DeKalb
Building Use Application**



Date of Application _____

1. **Organization or Individual:**
2. **Profit status: (circle 1)** for profit not for profit individual
3. **Purpose of event:**
4. **Is this a UUCD sponsored event?** YES NO
5. **Please see the Church Office Manager or staff to publicize this event.**
6. **Room(s) requested:**
7. **Approximate number of people:**
8. **Is this event private, or open to the public?** Private Public
9. **Will you charge an admission fee? If so, how much?**
10. **Name of UUCD sponsor:**
11. **Special requests/circumstances:**
12. **Fee schedule:**
13. **Date(s) & Time of Building Use:**
14. **Do you make an annual pledge to UUCD:** YES NO

I have received a copy of the UUCD Building Use Policies and Procedures. I will follow all of the UUCD Building Policies and Procedures, and I will pay for any additional costs incurred related to my building use.

X_____ (Guest or Member) Date_____

How do we contact you? _____

Office Use Only

X_____ (UUCD Sponsor)

For UUCD Use: Cost _____

X_____ (Board Trustee or Designee)

X_____ (Minister Approval for Religious Services or Ceremonies)