

Unitarian Universalist Church of the
Treasure Coast
21 SE Central Parkway
Stuart, FL 34994
772.223.5020

Facilities Use Form



Please read our *Use Policies and Renter Responsibilities* before completing this form. Return form and security deposit to the address on the left.

Contact and Event Information

Company/group/organization: _____

Contact person: _____ Are you a member of the church? Yes No

Street address: _____

City/state/zip: _____

Phone1: _____ Phone2: _____

Email address: _____

Is this request for a single use of the facility? Yes Recurring use?

Event date (or start date, if recurring use): _____ Day of week: _____

Event start time: _____ Set-up start time: _____ Event end time: _____ Cleanup end time: _____

Type of function (meeting, social, party, educational, business, health, etc.) _____

Estimated number of attendees: Adults _____ Children (age 18 and younger) _____

Estimated number of tables and chairs needed: Chairs: _____ Round tables: _____ Rectangular tables: _____

Please check everything that applies to your rental

Use of Sanctuary

Piano and/or organ Sound system (portable and pulpit mics, CDs, etc.)

Use of Fellowship Building

Heston Hall Technics key board Sound system

Kitchen Caterer + COI (Certificate of Insurance)

Small Room or Subdivision of Heston Hall

Use of Outside Areas

Gathering Space Playing Field

Will alcohol be consumed? Yes No Will money change hands (gambling/tickets)? Yes No

Will music be involved at the Fellowship Building (piano, DJ, iPod, live music)? Yes No

Explain: _____

Will the event be open to the public? Yes No

Please explain any special considerations, requests, etc. _____

I have read the *Use Policies and Renter Responsibilities*, understand the rules set forth within, agree to abide by them, and indemnify and hold harmless the Unitarian Universalist Church of the Treasure Coast for any claims made by me and or participants in the activity for which the space is rented:

SIGNED: _____ DATED: _____