

First Congregational Church
of the United Church of Christ
1128 Pine Street, Boulder, Colorado 80302

Application for Building Use

Application must be completed and returned prior to room rental (application must be updated annually)

Contact Information:	Donna Thayer, Office Assistant	donna@firstcong.net
Phone: 303-442-1787 (press 0 for Donna)	Fax: 303-541-9736	Website: Firstcong.net

Group Name:	Type of Use:
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# People Expected:	Date(s):	Time(s):	Frequency(s):
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Responsible Person:	Mailing Address:
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Preferred Phone #:	email address:
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Non-profit group?	Yes	No	If yes, provide Federal Tax ID Number: _____ Nonprofits receive a 30% discount upon approval
Fee charged to attendees?	Yes	No	If yes, provide detail:
Refreshments served? <i>Food in some rooms prohibited.</i>	Yes	No	If yes, provide detail:

FEEs for Room Rental, Sound Technician, Cleaning

50% due with Reservation; Remainder due when building key or code is picked up
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Room Rent	\$		
Cleaning Fee	\$		
Sound Technician	\$		
Total Due			
Check Enclosed	\$	Check Number	
Balance	\$	Check Number	

I affirm that I have read and will abide by the Building Use Policies and Guidelines which are part of this Agreement. This Agreement is accompanied by a signed Waiver of Liability and Hold Harmless Agreement, as well as 50% of the rental fee.

Signature _____ Date: _____

For Internal Use:			
HVAC	Doors Set	Key	Code

Rooms, Rates, Other Equipment and Services

For selection enter room number or service.

Lower Level	Room #	# People	Price/Rate	Selection	# Hours	Fees	In Kind
*Plymouth Hall	140	400	\$300/4 hrs--\$500/4+hrs \$200 if rented with Sanctuary, includes kitchen for preparation				
Classroom	120	22	Not for Rent during week				
Classroom	122	22	Not for Rent during week				
Classroom	124	22	Not for Rent --during week				
Grace Gallery	103/104	21	\$50/hr				
Faith Cave	115	32	\$50/hr				
Choir Room	143		\$50/hr				
Pre-School	106	25	\$30/hr				
Pre-School	108	22	\$30/hr				
Main Floor	Room #	# People	Price/Rate				
Chapel	217	65	\$75/hr				
Standish	214	24	\$40/hr				
Warming Kitchen			\$25/Event				
Heritage	216	46	\$40/hr Members only, plus cleaning fee				
Sanctuary		350	\$300/4 hrs--\$500/4+hrs				
Upper Level	Room #	# People	Price/Rate				
Conference Room	301	22	\$40/hr --Television				
Classroom	311	25	\$30/hr				
Classroom	312	22	\$30/hr				
Classroom	314	22	\$30/hr				
Other							
Sound Technician			\$150				
Portable Projector			\$25/half day; \$50/full day				
Television			\$25/half day; \$50/full day				
Microphone/Lavalier			\$25/day				
Cleaning Fee			\$150/event if applicable				
Other Needs:							
# Chairs							
# Tables							
Piano							
Tech Consult							
TOTALS							

Notes: