



**Harvard Unitarian Universalist Church**  
 9 Ayer Road, On the Common  
 PO Box 217, Harvard, MA 01451  
 978.456.8752  
 admin@uuharvard.org

# 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 chair 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.)  Outside areas

Use of Fellowship Building

- Sutherland Hall  Steinway piano  Sound system  
 Kitchen  Caterer + COI (Certificate of Insurance)  
 Charlanne van Wormer Community Room  Classrooms  Outside areas

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, and agree to abide by them:**

**SIGNED:** \_\_\_\_\_ **DATED:** \_\_\_\_\_