



Facility Use Application

Vision

United in Spirit and grounded in the Divine,
we are a beacon of light for the world.

Mission

We are one Community
looking within, reaching out,
practicing the principles of Love.

Organization Name _____ Today's Date _____

Contact Person _____ Title _____

Address _____ City _____ Zip _____

Telephone _____ Cell _____ Other _____

Email _____

Event Date _____ Event Time from _____ until _____

Facility access time _____ Facility close time _____

Room(s) requested: Sanctuary Social Hall Meeting Room Other _____

Expected attendance _____ people

Equipment required: Sound/Mikes Piano/Keyboard TV/VCR/DVDplayer
 Overhead projector Easel boards Other (explain) _____

How will the funds be collected (solicited) to support this event? _____

Please provide a brief description of the event and facilitators _____

How does this program support the mission, vision and values of Unity of Bay City? _____

If this is to be a Unity of Bay City event, how would you like your event promoted? _____

PAYMENT POLICY

\$100 Security Deposit must be received to hold your desired event date.

Room Rental Fee must be paid **TWO WEEKS in advance**

Please make your check payable to: **Unity of Bay City**

FEE STRUCTURE

Sanctuary - \$200, Social Hall - \$200, Classroom - \$200

Sound technician (for Sanctuary use) is \$25 per event.

There is a 50% discount for hosts that are regular attendees of Unity of Bay City.

Other discounts may be negotiated for official not-for-profit organizations.

SIGNATURE OF APPLICANT: _____ **Date:** _____

After approval of the minister this document becomes the binding contract between Applicant and Unity of Bay City.

NOTE: USED FACILITIES MUST BE RETURNED TO THEIR ORIGINAL CONDITION.

OFFICE USE ONLY

- Calendar approval Hold Harmless Obligations Deposit Form

Approved by the minister _____ Date _____ Usage Fee _____

Equipment to be provided _____

Member or Staff to open and close building _____

Other notes: