



Unitarian-Universalist Church of Nashua
 58 Lowell Street
 Nashua, NH 03064
 (603)882-1091
uucnoffice@uunashua.org
 The Rev. Allison Palm, Minister

Room Usage Contract

Date of use: _____ Event: _____

Contact: _____

Street Address: _____ City, State, Zip: _____

Home Phone: _____ Cell/Work: _____

Room(s) Requested: _____

Time of Event: _____ Early Access for setup (time): _____

Cost: _____

FEES		
Deposit: _____	Room Use Fee: _____	Sexton Fee: _____

DEPOSIT: A non-refundable deposit of 50% of total amount is due with the signed contract.

CANCELLATION POLICY: In writing up to 30 days before the event will receive 100% refund of deposit. In writing up to 8 days before the event, will receive 50% refund of deposit. No refund within 7 days of the event. If we do not receive a written cancellation, we will retain the deposit.

Your Responsibilities:

1. Return extra tables and chairs back to where they were
2. Wipe down tables and chairs in Dining Room
3. Mop up any spills on floor (Swiffer is located in janitorial closet in kitchen)
4. Sweep floor(s) - general sweep (broom/dust pan located in janitorial closet in kitchen)
5. Wipe down kitchen counters, sinks, stove, etc., if used
6. Remove all food from refrigerator and kitchen you brought
7. Empty all trash containers into the dumpster (in Grove Street Lot) and re-line containers
8. Close any windows opened (including storm screen if down when you opened it)
9. Turn off lights, heat, fans, etc (including restrooms)

OFFICE USE ONLY

Date Deposit Received: _____ Refund Requested: _____
 Room Rent Paid: _____ Date Refund Mailed: _____
 Sexton Fees Paid: _____ Check No.: _____

 (Church Representative Signature)

 (Event Organizer Signature)

FEE SCHEDULE

Room(s)	Member Rate	Non Member Rate	Sexton Fee
Sanctuary (minimum of 4 hours usage)	\$400/winter rate \$300/non winter rate	\$500/winter rate \$400/non winter rate	\$140* \$85 if only using Sanctuary/no other rooms
Dining Room/Kitchen	\$125	\$250	\$140*
Fellowship Room	\$75	\$150	\$70/\$50 if no food
Auditorium	\$100	\$200	\$140*/\$95 if no food
Youth Room	\$75	\$150	\$70/\$50 if no food
Chapel	\$87.50	\$175	\$95
Classrooms	\$62.50	\$125	\$30
Entire Parish House	\$350	\$700	\$250

Members do not pay for usage of the facility for a Milestone Ceremonies but a Sexton fee of \$140 does apply.

*Sexton fee will be a flat \$195 for Weddings or Memorials if both the Sanctuary and Dining Room or Auditorium are being used. Weddings using both the Sanctuary and entire Parish House will be charged a flat \$250 Sexton fee.

Winter rates run November-April. Non-winter rates run May-October