



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	Non-Profit Rate
Sanctuary** Seats 260	\$100/hour	\$150/hour	\$120/hour
Dining Room/Kitchen** Seats 80	\$45/hour	\$80/hour	\$65/hour
Fellowship Room Seats 25	\$20/hour	\$40/hour	\$30/hour
Auditorium Seats 100	\$25/hour	\$75/hour	\$50/hour
Community Room Seats 25	\$20/hour	\$40/hour	\$30/hour
Campbell Chapel Seats 30	\$20/hour	\$40/hour	\$30/hour
Classrooms/Resource Room Seat 8-10 around tables	\$10/hour	\$25/hour	\$15/hour

Other rental details and fees:

- A sexton fee of \$25/hour applies for all events
- A staff pianist is available for wedding or memorial services to be paid separate by the renter:
 - \$300 for non members
 - \$200 for members
- Our minister is available for memorial and wedding services to be paid separate by the renter:
 - Wedding: \$550 for non-members
 - Memorial Service/Funerals: \$385 for non-members
 - Other Rites of Passage (anniversary/vow renewal, etc): \$275 for non members
 - Members of the UU Church of Nashua do not pay a fee for these services
- Setup/cleanup is included in your hourly rate, please plan accordingly. This will be discussed as you complete your contract with the church administrator.
- The church has an open guest wifi network available

***Members do not pay for usage of the sanctuary or dining room/kitchen for Milestone Ceremonies, but are responsible for the Sexton fee*