

Unitarian Universalist Meeting of South Berkshire

P.O. Box 783

1089 Main Street

Housatonic (Great Barrington), MA 01236

BUILDING RESERVATION AND USE AGREEMENT

I, _____, on behalf of _____,
(name of contact person) (name of organization if applicable)

agree to rent space at the Unitarian Universalist Meeting of South Berkshire as follows:

Space(s) Reserved: _____

Dates and Times: _____

(Your reservation must include the time you need to set up and clean up. Example: Your party starts at 7 PM and is over at 10 PM, but you will need two hours to set up and one hour to clean up. You should rent the hall starting at 5 PM and ending at 11 PM.)

Purpose: _____ Primary Telephone & Email: _____

Rental Fee: \$ _____ .00. _____

A security deposit of \$ _____ .00 is required. If not paid by ____/____/____ this space reservation may be canceled. My deposit will be refunded only if I abide by all conditions and requirements described below.

Planned Additional Uses and Conditions:

1. Sanctuary: _____

2. Social Hall: _____

3. Organ and pianos: _____

4. Stage: _____

5. Storage: _____

6. Child care space: _____

7. Other: _____

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I understand that only the uses listed above are permitted. I will compensate UUMSB for any damage to its property or any cleaning costs arising from my use. I understand that UUMSB officers and staff may monitor my use of UUMSB property. This agreement may be canceled by either party upon notice given at least 72 hours prior to occupancy. I have retained a copy of this document and any accompanying material. If I will not be present at the event, I will ensure that the person responsible for compliance at the event has a copy of this agreement and knowledge of requirements and limitations.

(authorized signature and date -- renter)
rev. Oct. 2014

(authorized signature and date -- UUMSB)