

UNITARIAN CHURCH OF SHARON

4 North Main Street, Sharon, MA 02067

781-74-3652 rentals@uusharon.org

APPLICATION FOR RENTAL

Mail or email this application to the address above. Rental is confirmed only after approval by the Unitarian Church of Sharon following receipt of a signed Facility Rental Agreement and a Rental Deposit.

LESSEE:

LESSEE CONTACT PERSON:

(PERSON WHO WILL BE RESPONSIBLE FOR THE EVENT)

STREET ADDRESS:

CITY: _____ **STATE:** _____ **ZIP CODE:**

CONTACT NUMBER: _____ **EMAIL:**

RENTAL DATES _____ **START TIME** _____ **END TIME**

(Includes all time used, including set-up. Rentals in excess of 4 hours will incur additional rent.)

DAY/DAYS OF THE WEEK IF ONGOING _____

ACTIVITY TO TAKE PLACE DURING RENTAL

WILL YOU CHARGE A FEE OR ASK FOR DONATIONS FOR THIS EVENT?

ESTIMATED ATTENDANCE _____ (Occupancy is limited to 180 in the Sanctuary)

and __ in Vestry.)

Please indicate if you will need the following:

Minister ____ **Church Musician** ____

Sanctuary ____ piano ____ microphone ____ Audio/Visual Equipment ____

Vestry ____ # of chairs needed ____ # of tables needed ____

This Application must be completed and received by the Church Administrative Assistant at least one month before the planned event. Church events and rentals by church members receive precedence, followed by Town of Sharon organizations and then non-residents. Determination will be made based on availability and in accordance with guidelines set forth by the Board of Trustees.

SIGNATURE of APPLICANT _____ **DATE** _____

For office use only:

APPROVED BY _____ **DATE** _____

November 6, 2010