Union Congregational United Church of Christ

 Phone: 218-675-6300 Email: media.ucchackmn@gmail.com

Building Request Form/Rental Agreement

Organization Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested Dates and Times\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What rooms are needed? (Please check all that apply - fees are per day)

\_\_\_\_ Friendship Hall $100\*\*

\_\_\_\_ Kitchen $ 50

\_\_\_\_ Library $ 35

\_\_\_\_ Sanctuary $100

\_\_\_\_ Council Leadership Room (Lower Level) $ 35

\_\_\_\_ Large Conference Room (Lower Level) $ 50

Other items:

\_\_\_\_ Coffee Machine $ 25 if less than 70 people, $ 50 if more than 70\*

**Please make checks payable to “Union Congregational UCC” and send to PO Box 10 Hackensack, MN 56452. Paying with credit card via PayPal is also an option.**

**More Details:**

* Above prices reflect per day charges, unless otherwise specified.
* A damage deposit fee of $50 is required for the repair of damages or completing any remaining cleanup by our staff if necessary after your event. Please submit a separate check for $50 for this damage deposit at the same time as the Building Request Form/Rental Agreement is submitted. The check will be returned to your organization if the facility is left in good condition following the event.
* A Clean-Up Checklist will be provided so all understand what is required in order to receive the $50 deposit check back. **One person from the organization who will follow up on the state of cleanliness of the rented spaces following the event must be designated on this agreement.**
* Please make sure all exterior doors are LOCKED upon leaving the building, and interior lights are turned off.
* If cancellation is necessary within 2 weeks of the planned event, the deposit check will be retained by UCC.
* Full payment for the agreed-upon rental amount will be due **on or before** the day of the event.
* No dogs (with the exception of service dogs) will be allowed in the building during the event.

\* The coffee machine dispenses hot coffee (both caffeinated and decaffeinated) instantly.

\*\* Please understand that if the kitchen is not designated as part of the rental agreement, it will be off-limits. There is a sink in the Friendship Hall which is available for the organization or group.