

# SWUU FACILITY RENTAL AGREEMENT

## EVENT INFORMATION

Description of Event: \_\_\_\_\_

Type of Event: Single  Repeat  Multi-Day  Expected no. of participants: \_\_\_\_\_

Date(s): \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Rehearsal Date(s) and Times: \_\_\_\_\_

### Rooms to be rented:

Sanctuary  Reception Room  General Purpose Room  Kitchen  Nursery

Fee/charge for event? Yes  No  Piano use? Yes  No  Piano move? Yes  No

Renter to provide furnishings? Yes  No  Describe if Yes: \_\_\_\_\_

\_\_\_\_\_

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## RENTER

Name of organization (or individual if individual renter): \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

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## CONTACT PERSON (if different from Renter)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

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By signature below, Renter acknowledges receipt of a copy of the SWUU Policies and Procedures for Building Use, and agrees to abide by the requirements of those Policies and Procedures for cost of rental indicated on the reverse side of this Agreement:

Signature of Renter or authorized representative of Renter:

Date:

\_\_\_\_\_

\_\_\_\_\_

Approval Signature of SWUU Representative:

Date:

\_\_\_\_\_

\_\_\_\_\_

## USE FEES and DEPOSITS

	ROOM 1	ROOM 2	ROOM 3	ROOM 3	ROOM 4	ROOM 5
<b>ROOM RENTED</b>						
<b>RENTAL CATEGORY</b>						
<b>BASE ROOM USE FEE</b>	\$	\$	\$	\$	\$	\$
<b>DATE OF USE</b>						
<b>No. of Hours</b>						
<b>Room Use Fee for indicated number of hours</b>	\$	\$	\$	\$	\$	\$
<b>Piano Use</b>	\$	\$	\$	\$	\$	\$
<b>Piano Move</b>	\$	\$	\$	\$	\$	\$
<b>TOTAL USE FEE*</b>	\$	\$	\$	\$	\$	\$

<b>GRAND TOTAL USE FEE*</b>	<b>\$</b> _____
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\* Per session for Repeat Event Rental

## PAYMENT SCHEDULE

### SINGLE EVENT or MULTI-DAY EVENT RENTAL

Is date of Rental Agreement more than 4 weeks prior to the event? Yes  No

Portion of Use Fee to be paid  
on date of signature of Rental Agreement : \$ \_\_\_\_\_

Portion of Use Fee to be paid by \_\_\_\_\_ : \$ \_\_\_\_\_

Damage Deposit to be paid by \_\_\_\_\_ : \$ \_\_\_\_\_

### REPEAT EVENT RENTAL

Use Fee to be paid  
on date of signature of Rental Agreement : \$ \_\_\_\_\_

Use Fee to be paid prior to each session  
after the first session : \$ \_\_\_\_\_

Damage Deposit to be paid by \_\_\_\_\_ : \$ \_\_\_\_\_