



# Unitarian Universalist Church of Bowling Green

2033 Nashville Road, Bowling Green KY 42101

270-842-4060

[office@uubgky.org](mailto:office@uubgky.org)

[uubgky.org](http://uubgky.org)

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## ***Policies on Renting UUCBG Facilities***

Revised February 2016

The Unitarian Universalist Church of Bowling Green (UUCBG) is a liberal religious community. We rent to groups and individuals whose purpose, goals, ideals, or philosophy is consistent with our principles and ideals. In order to rent, parties must complete a rental application (Attachment A) and sign our rental contract (Attachment B).

Rental fees are determined by the UUCBG Board of Directors and are subject to change to reflect operating costs. Rates on a signed contract for a specific event will not be changed. Rates on ongoing rent agreements may be adjusted with 30-days notice.

Rates are determined per room in 2-hour blocks of time. Long-term renters and community service groups may receive discounts. Discounts are also available for weddings, receptions, and rental of an entire floor.

Pledging UUCBG Members (as determined by the Membership Committee) may receive a discount when renting the facilities for weddings, receptions, and other events. For funerals or memorial services or for events lasting 1½ hours or less, UUCBG members may use the facilities at no charge.

The Rental Coordinator, in consultation with the Board of Directors, is empowered to schedule events, negotiate rental contracts, apply the current schedule of rental rates, and assess and collect the fees.

- A deposit of 50% is required within 10 days of signing the rental contract.
- Full payment is due at least 14 days prior to the event.
- In the event of cancellation less than 30 days prior to the event, the renter will forfeit the entire deposit.
- Arrangements for pianist, musicians, sound person, light shows, video presentations, or other special needs must be contracted separately and are not included in the rental fee.
- Kitchen rental includes dishes and serving utensils.
- A cleanup/damage deposit of \$500.00 is required. This will be returned if the property is left in good condition. Please allow two weeks after the event for return of the damage deposit. The renter is liable for the cost to repair damages in excess of \$500.
- Weapons are prohibited in our buildings.
- All our buildings are smoke-free; smoking is permitted outside.
- Bathrooms and buildings are ADA accessible.
- Alcohol may not be sold. Alcohol may be served at weddings or if an organization has an insurance rider. An additional deposit may be required.

### **Facilities**

#### **Thomason Hall**

**Channing Sanctuary -**  
100 people, piano, sound system

**Emerson Meeting Room -**  
20 people, TV, table and chairs

**Ballou Meeting Room - 8**  
people, table and chairs

**Kitchenette** (sink, dishes, microwave, coffee pot, refrigerator)

#### **Fellowship Building**

##### **Upper Floor**

**Dining Hall –** 240 people, piano, 10 tables, 80 chairs

**Kitchen -** stove, microwave, dishes, refrigerators

##### **Lower Floor**

**Meditation Room -** 16 people

**Library -** 10 people

**Meeting Room -** 10



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## Application for Use of Church Facilities

Name of Person or Organization: \_\_\_\_\_ Non-Profit? Yes / No

Date of Event: \_\_\_\_\_ Approx. number of participants: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Time in: \_\_\_\_\_ Time out: \_\_\_\_\_

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

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

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

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

Do you plan to use the grounds? \_\_\_\_\_ What purpose? \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_ (Insurance rider required for organization)

Additional comments or needs:

Request # hours	Room or Package	2 hours	4 hours	Notes
	Wedding Package*	---	\$ 250	<p>Rental of any room includes use of parking facilities, bathrooms and lobbies in that building, and access to the grounds.</p> <p>*The <b>Wedding Package</b> includes preliminary visit, 2 hours rehearsal time on another day, decoration time the day before, and the entire day of the wedding (must be out by midnight). It includes all of Thomason Hall (except for the church office and the minister's office).</p> <p>The <b>Wedding &amp; Reception Package</b> includes everything in the Wedding Package plus use of the Dining Hall and Kitchen.</p> <p>**Rental of any room in Thomason includes use of the kitchenette.</p> <p>† The Dining Hall has a raised balcony accessible through locked doors.</p> <p>At the discretion of the Minister or Board, rental requests may be placed in our "Community Service" category and qualify for a lower rate or complementary accommodation.</p>
	Wedding & Reception*	---	\$ 350	
	<b>Thomason Hall**</b>	<b>\$125</b>	<b>\$ 200</b>	
	-Channing Sanctuary	\$ 90	\$150	
	-Large Meeting Room	\$ 30	\$45	
	-Small Meeting Room	\$ 25	\$35	
	<b>Kitchen &amp; Dining Hall †</b>	<b>\$100</b>	<b>\$ 175</b>	
	<b>Lower Floor</b>	<b>\$125</b>	<b>\$200</b>	
	-Meditation Room	\$ 25	\$ 40	
	-Library	\$ 25	\$ 40	
	-Nursery	\$ 25	\$ 40	
	-Children's Class Rm	\$ 25	\$ 40	
	-Meeting Room	\$ 25	\$ 40	
	-Game Room	\$ 25	\$ 40	



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## Rental Contract for Use of UUCBG Church Facilities

Revised February 2016

Date(s) of Rental \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Building(s) Use fee (see chart)	\$
Damage/Cleanup Deposit (Refundable)	\$
Other fees	\$
<b>Total Due</b>	\$

The renter agrees to:

- Abide by the Policies on Renting UUCBG Facilities
- Not bring weapons into the buildings
- Not smoke or use tobacco products in the buildings
- Not sell alcohol
- If the renter has a key, ensure all lights are turned off, heating adjusted, and all doors are locked.
- Leave area in clean condition and return tables and chairs to original locations (exceptions can be made by prior arrangement).

*I have read the Policies on Renting UUCBG Facilities, and I agree to all the conditions. In signing this contract I acknowledge that I have the authority to and do accept responsibility for my group/organization.*

\_\_\_\_\_ **Signature** \_\_\_\_\_ **Date**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**UUCBG Representative:** \_\_\_\_\_ **Signature**

\_\_\_\_\_ **Date**

Cost	Room or Package
	Wedding Package*
	Wedding & Reception*
	<b>Thomason Hall**</b>
	-Channing Sanctuary
	-Large Meeting Room
	-Small Meeting Room
	<b>Kitchen &amp; Dining Hall</b>
	<b>Lower Floor</b>
	-Meditation Room
	-Library
	-Nursery
	-Children's Class Rm
	-Meeting Room
	-Game Room
	<b>Total cost for rooms</b>