

APPLICATION FOR USE OF UUCGV FACILITY

536 Ouray Avenue
Grand Junction, CO 81501
(970) 257-0772
administrator@grandvalleyuu.org

Person/Organization requesting: _____

Nature of organization: ☐ Social ☐ Political ☐ Religious ☐ Charitable ☐ Educational
☐ Non-profit ☐ Other: _____

Person(s) responsible: Name: _____

Address: _____

Telephone: _____

Email: _____

Date(s) & time of function: _____

Set-up time: _____ Clean-up time: _____

Reservation duration Day(s)/Time (Includes time for setup and clean up):

Contact Name (if different from person(s) responsible):

Name: _____

Telephone: _____

Email: _____

Is this event recurring? ☐ Yes ☐ No

☐ Monthly ☐ Weekly

☐ Other: _____

Space to be used: ☐ Sanctuary (large group capacity)
☐ Rear of Sanctuary (up to 24 people)
☐ Small meeting room (up to 12 people)
☐ Basement (large group capacity)

Number of Adults _____ Number of Children _____ (three or more children require a designated supervisor)

Supervision of activity (who, how many) _____

Nature of activity (movie, speech, meeting, dance, concert, wedding, etc.) _____

Will admission be charged? ☐ No ☐ Yes \$ _____ Items sold? ☐ No ☐ Yes

Will food or drink be served? ☐ No ☐ Yes What? _____

Will alcohol be served? ☐ No ☐ Yes What? _____

Will you be using equipment? ☐ No ☐ Yes Which? _____

Please see facility use policy (page 3, # 23 & 24) regarding our AV equipment and set up sheet for more details.

For set-up and AV needs, or if there are any changes to the time of use of UUCGV's facility, contact the Facility manager at 970-257-0772 or at facilities@grandvalleyuu.org

A refundable \$100 cleaning, compliance and damage deposit is required with this application.

Deposit received in ☐ cash ☐ check # _____

UUCGV will let you know promptly whether your application has been approved. Please let our facilities manager know ASAP if your organization has any change of plans. If the activity is cancelled less than seven days before the event, a \$20 administrative fee will be withheld from the returned deposit.

I have received a copy, understand and agree to abide by the UUCGV Facility Use Policy.

Signature: _____ Date: _____

Fee: _____ Received in ☐ cash ☐ check # _____

Congregational Sponsor (if applicable): _____