



**First Unitarian Universalist Society of Albany (AUU)** 405 Washington Ave, Albany, NY 12206

# Facilities Rental Application

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

518-463-7135 Fax: 463-1429

A completed application does **not** guarantee a rental. A signed contract, insurance, and deposit are required to book your room(s) after your application is approved. AUU will contact you within 7 days of receiving your application.

**Please fill out completely.**

Contact Name:		Phone Number:	
Organization:		Email Address:	
Non-profit Org.?		(If Yes, please provide evidence of non-profit status)	
Mailing Address:			

### Event Information:

Date of Event:	Event Start Time:	Event End Time:
Time to get in for set-up/decorating:	Time you will be cleaned up and out of AUU:	
<b>All loud noise/music must end by 11 PM. Quiet events may run until midnight.</b>		
Max # people attending:	Age group? (teens, families, seniors, etc.)	
One time use?	Multiple Dates?	If yes, describe recurrence and end date:
Event Name and/or Description of Activity:		

### Event Set up and Requirements:

Room(s):				
Write "1" or number needed next to each room.				
Room Name	(1)	Max # chairs only	Max # with tables & chairs	Rental Fee
Community (Theater)		300	N/A	\$650
Community set-up fee		300	150	\$100
Sanctuary		180	N/A	\$250
Channing Hall		100	80	\$250
Stott Lounge		N/A	12	\$30
Large Classrooms Up to 35 people		30	35	\$60
Small Classrooms Up to 15 people		15	15	\$30

Food and Drink:		
Are you serving food?		Fee= \$50
Do you need space to set up food?		TBD
Do you need to cook food/use appliances?		TBD (See fees sheet)
Do you plan to serve alcohol?		State Permit is required.
Equipment Needs		
Do you need a sound system/microphones?		Fee= \$45
Do you need a projector and screen?		Fee= \$45

<b>Any other questions/requests/information?</b>

Estimated fees for event:	
<b>Estimate only. Actual fees confirmed on contract.</b>	
<b>Estimate does not include possible fees listed below. Please read the attached "Fee Schedule" for details.</b>	
Office use only:	
Security Deposit:	Kitchen Fees:
Building Host Fee:	

Questions? [office@albanyuu.org](mailto:office@albanyuu.org), 518-463-7135.