

BRUU BUILDING USE APPLICATION



Bull Run Unitarian Universalists
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1) Applicant Information: (The applicant will be responsible for the condition and cleanliness of the building at the end of the lease term. A checklist of responsibilities for building use is included.)

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

2) Are you:

- A Member of BRUU
- A Non-Profit Organization Non-Profit ID# _____
- Sponsored by the BRUU Committee: _____
- Part of the Administrative Body of BRUU

3) Activity

Brief Description: _____

Approximate Number of Attendees _____

Is the Activity:

- Private
- Free & Open to the Public
- Open to the Public with a Cover/Ticket Price \$_____

If Alcohol is to be Served, it will be:

- Free
- Sold.....Must Include Liquor License ID# _____

Will entertainment (band, D.J.) be included at the event? Yes No

Will there be extensive decorations (chair covers, balloons, streamers)? Yes No

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4) Use Term:

One Time Use:

Date: _____

Start/End Time: _____ AM PM

Set-Up/Decorating Start Time: _____ AM PM

Building will be cleaned and vacated by: _____ AM PM

On-Going Use:

Recurring Date Beginning: _____

Frequency: Daily Weekly Monthly

Start/End Time: _____ AM PM

Decorating Start Time: _____ AM PM

Building will be cleaned and vacated by: _____ AM PM

5) Facilities/Equipment Required: (See Rate Sheet & Building Layout)

Hall

Sanctuary Sound System

Kitchen

Piano* (See Attached Requirements)

Lounge/Room 105

Elevator

Sanctuary

Hall A/V System

Library/Room 204

Kitchen

Classroom 305/307

Tables/Chairs # required: ____/____

Classroom 306/308

Place settings/silverware (max 85 available) # required: _____

3rd Floor Studio/Chapel

6) Deposit Amount: \$_____

Building space for an event cannot be reserved and placed on the calendar until the deposit is received and, if necessary, a liquor license number is provided.

Internal Use Only Date Received: _____

Original to BUC cc: Treasurer

cc: Facilities Director cc: Music Director