

## BRUU BUILDING USE APPLICATION CHECKLIST FOR RENTAL RESPONSIBILITIES

At BRUU, we strive to provide a clean and affordable space for each renter. In order to keep our rates low, we rely on our renters — and not an outside janitorial staff — to return any space they rent in the same condition they found it.

To obtain your security deposit returned in full and as quickly as possible, please assign a responsible adult to conduct each of the following tasks, initial on the line after each task is completed and return this form as you exit the building through the mail slot in Room 209. If an issue with the premises arises during your event, call JoLynn Ibanez, event coordinator immediately at 714-318-8647.

### General Considerations:

- NO SMOKING INSIDE BUILDING – smoking is allowed in the outside courtyard. Place cigarette butts in the butt out container(s).
- Under NO circumstances may the piano in the sanctuary be moved.
- Courtyard door may be unlocked (and locked again at end of use), but it should never be propped open while locked.
- Decorations are allowed but thumbtacks, nails, or tape may not be used on any walls. Painters tape may be used as long as it is removed at the end of the event.

### Specific Tasks:

\_\_\_\_\_ Candles are extinguished.

\_\_\_\_\_ All materials, equipment and/or furniture are returned to their original location(s).

\_\_\_\_\_ Messes (spilled liquids, crumbs, etc.) are cleaned up. For your convenience, mops are in the janitor's closet and vacuums are in the closet.

\_\_\_\_\_ Trash is bagged and emptied into the cans/containers in the alcove outside the courtyard doors. Any trash which does not fit in the bins must be taken away from the property by the renter. Also, recycling bins are available throughout the building — please feel free to use them for all recyclable items.

\_\_\_\_\_ All lights (except emergency lights which can't be switched off), INCLUDING bathroom lights, are turned off.

\_\_\_\_\_ Sanctuary door on stair landing to choir loft, Main Street, and courtyard doors must be closed and locked.

\_\_\_\_\_ The last person to leave MUST exit by the Church Street door. The main entrance doors to the sanctuary can only be locked from the inside, so the locks must be checked on all doors and then the last person exits through the Church Street

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Date

## **BRUU BUILDING USE APPLICATION RENTALS BY BRUU MEMBERS**

The definition of a “BRUU Member” is someone who signs the Membership Book at least 12 months prior to the date reserved for an event at BRUU.

Ministerial services for any celebration/event are separate from building use arrangements and must be coordinated independently with the Minister.

- **Funeral/Memorial Service:**
  - For a BRUU member or a member of the immediate family: the Sanctuary is available at NO charge. A donation is accepted and appreciated if a reception is held in the Fellowship Hall following the service.
  - For friends of BRUU: rental of the Sanctuary and Hall is \$250.
  - For neighbors in our community: rental of the Sanctuary and Hall is \$400.
- **Wedding/Union Ceremony:** for BRUU member(s) and their immediate family: the Sanctuary is available at NO charge. If a reception is held after the service, rental fees for the hall and kitchen (if required) are half the rental rates listed.

**For ALL of the following activities/events, a Building Use Application MUST BE COMPLETED and submitted to the Building Use Committee for approval prior to being placed on the calendar:**

- **For non-BRUU related activities:** (and which are not-for-profit events): the minimum hourly requirement for any space is waived and the member only pays for the actual hours used. Examples include: club meeting and craft sessions
- **For BRUU fundraising activities:** there is no fee although NOTE: Date & Times Must Be Pre-Arranged through BUC Chair or Event Coordinator. Even if the date and/or time are available at the time of scheduling, BUC reserves the right to reschedule the event (prior to calendar placement) in order to consider the potential for outside rental opportunities. Examples include: craft fairs, Auction items that use fellowship hall or kitchen for event
- **For Social/Life Passage Events:** for BRUU members or members of their immediate family (other than for funerals/memorial services and union/wedding ceremonies which are covered above), fees are half the rental rates listed but rooms may not be reserved any more than one month in advance. Examples include: birthday parties, graduation celebrations, anniversaries, retirement dinners.

As an added benefit for BRUU members: while deposit checks are required, they are NOT pre-deposited and will be returned if the rental space is returned in the same condition it was found.

**If you are a committee chair and your committee is sponsoring an event at BRUU:** you are responsible for collecting the application and following up with all of the details of the event (e.g., access to the building, A/V equipment, cleanup, etc. )