

# BRUU BUILDING USE APPLICATION



9350 Main Street Manassas VA 20110  
Fax: 703-392-7995

Murielle Gamache-Morris, Building Use Committee Chair  
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JoLynn Ibanez, Events Coordinator  
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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 and a checklist of tasks required to be completed by the applicant or a responsible adult on their behalf 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

**4) Use Term:**

One Time Use:

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ AM PM

Building will be cleaned and vacated by: \_\_\_\_\_ AM PM

Set-Up/Decorating Date: \_\_\_\_\_

Set-Up/Decorating Start Time: \_\_\_\_\_ AM PM

On-Going Use:

Recurring Date Beginning: \_\_\_\_\_

Frequency: Daily Weekly Monthly

Start Time: \_\_\_\_\_ AM PM

End Time: \_\_\_\_\_ AM PM

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

- Hall
- Hall A/V System
- Kitchen
- Lounge/Room 105  
(often used as changing room)
- Sanctuary
- Sanctuary Sound System
- Piano\* (See Attached Requirements)
- Tables/Chairs # required: \_\_\_\_/\_\_\_\_
- Place settings/silverware (max 85 available)  
# required: \_\_\_\_\_
- Elevator
- Library/Room 204
- Classroom 305/307
- Classroom 306/308
- 3rd Floor Studio/Chapel

**6) Deposit Amount:** \$ \_\_\_\_\_

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

**7) Other Comments:** \_\_\_\_\_

Internal Use Only    Date Received: \_\_\_\_\_

Original to BUC (Murielle)       cc: Treasurer (Paul)

cc: Events Coord (JoLynn)       cc: Music Director (Annease)

cc: Facilities Director (Brad & Mike)