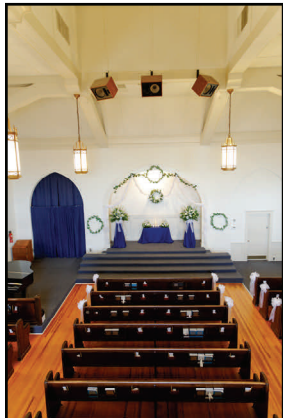


BRUU BUILDING USE APPLICATION



Bull Run Unitarian Universalists
9350 Main Street • Manassas • VA • 20110
Fax: 703-392-7995

Murielle Gamache-Morris, Building Use Committee Chair
703-298-8230
buc@bucchair.com

JoLynn Ibanez, Events Coordinator
714-318-8647
AWeddingSquared@gmail.com

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

BRUU BUILDING USE APPLICATION

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

**BRUU BUILDING USE APPLICATION
PIANO REGULATION ACKNOWLEDGEMENT**

I am renting the piano in the sanctuary for my event at BRUU and have received and read a copy of the usage rules. By signing below, I acknowledge that I am responsible for the instrument and that any damage to it will be deducted from the event deposit.

Name: _____

Signature: _____

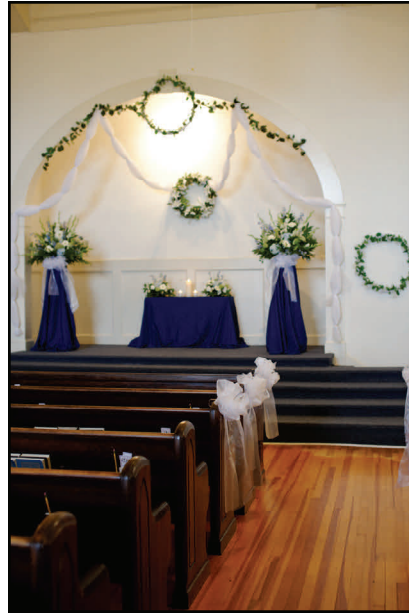
Date using piano: _____

Type of event: _____

If renting the piano, please return this form with the Building Use Application.

Bull Run Unitarian Universalists Building Use Application Supporting Documents

The perfect location for your Manassas area event



BRUU BUILDING USE APPLICATION

Ceremonies and Receptions Rate Sheet

Rental Fees

- Facilities are available in six-hour blocks of time: 9:00am-3:00pm and 4:00pm-10:00pm. Please add \$200 if you wish to rent the building for the whole day.
- Sanctuary (seats 215 with use of balcony) for rehearsal and ceremony: \$500
- Sanctuary piano: \$75
- Use of the Fellowship Hall for reception (includes use of: kitchen as a food staging area, sink and refrigerator; bridal and groom rooms): \$680
- Use of the kitchen (food staging area, commercial range, oven, microwaves, sinks and dish sanitizer) during the reception: \$200
- Fellowship Hall A/V Rental: \$200
 - 3 wired mics and stands
 - 2 wireless mics
 - 6-channel sound mixer
 - Ceiling speakers throughout Fellowship Hall
 - 2 large speakers
 - DVD/ VHS player
 - Ceiling-mounted, digital projector
 - Retractable projection screen
- **Package Deal: All of the above (sanctuary, hall, piano, kitchen use and A/V rental) for a six hour block: \$1,400, a savings of \$255**
- **Platinum Package Deal: All of the above plus an on-site certified wedding coordinator on the day of the event: \$1,600.**

Rental Terms

- A refundable damage/maintenance deposit of \$200 is required for every ceremony and reception.
- Additional \$200 deposit for use of the kitchen rental and/or for A/V Rental.
- Two rooms included for dressing onsite, if desired.
- Time for planning meetings, setup, cleanup, and rehearsal is included.
- Rental includes the space and tables/chairs only. Dance floor, linens, food, decorating, minister, etc. are provided by you or your caterer.



BRUU BUILDING USE APPLICATION

Conferences, Business Events, & Meetings Rate Sheet

Rental Fees

- Lounge (seats XX-XX individuals): \$10/hr, minimum 3 hrs
- Library (seats 10-12 individuals): \$15/hr, minimum 3 hrs
- Classrooms: \$10/hr, minimum 3 hrs
 - Rooms 206-208 (seats XX-XX individuals)
 - Rooms 304-306 (seats XX-XX individuals)
- Sanctuary use on Friday or Saturday: \$50/hr, minimum 4 hrs with a \$200 deposit.
- Sanctuary use on Monday-Thursday and Sunday afternoons: \$15/hr, minimum 5 hrs. with a \$75 deposit.
- Fellowship Hall use on Friday or Saturday: \$50/hr, minimum 4 hrs with a \$200 deposit.
- Fellowship Hall use on Monday-Thursday and Sunday afternoons: \$15/hr, minimum 5 hrs with a \$75 deposit.
- Rental of the Fellowship Hall includes limited use of the kitchen, to cover the countertops for plating and the refrigerator for food storage.
- Kitchen rental (includes food staging area, commercial range, oven, microwaves, sinks, refrigerator and dish sanitizer): \$200 with a \$200 deposit.
- Fellowship Hall A/V Rental: \$200 with a \$200 deposit
 - 3 wired mics and stands
 - 2 wireless mics
 - 6-channel sound mixer
 - Ceiling speakers throughout Fellowship Hall
 - 2 large speakers
 - DVD/ VHS player
 - Ceiling-mounted, digital projector
 - Retractable projection screen
- If the Sanctuary and Hall are rented for a single event, only one deposit (\$75 or \$200, depending on the day/time selected) is required. If the kitchen and A/V system are rented for a single event, only one \$200 deposit is required.

Concerts & Other Parties

Rental of the Fellowship Hall is available in six-hour blocks of time: 9:00am-3:00pm and 4:00pm-10:00pm for \$600 and includes limited use of the kitchen (access to the refrigerator and countertops). Please add \$200 if you wish to rent the building for the whole day.

BRUU BUILDING USE APPLICATION PIANO REGULATIONS

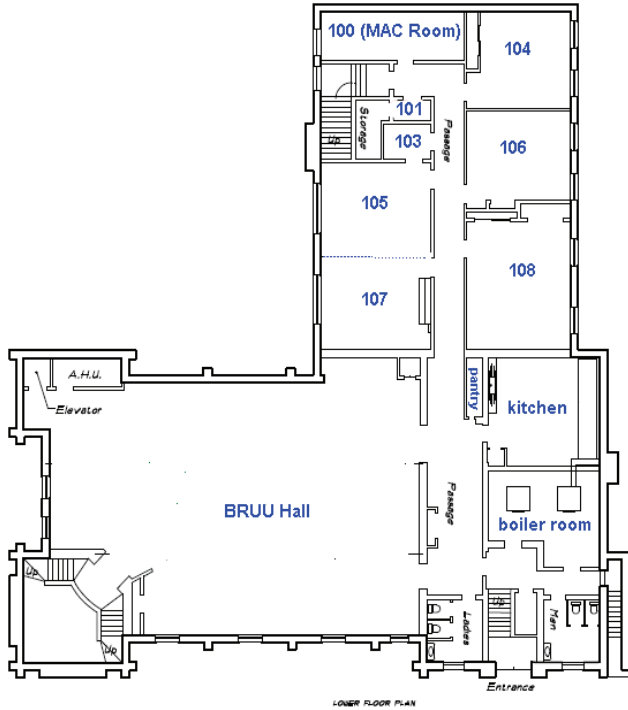
- Do NOT move the piano from its current position.
- No food or drink should be placed anywhere on the piano or its bench.
- Do not unplug damp chaser (outlet on floor).
- Do not use unnecessary force – pounding is likely to break strings.
- Move score off music rack before using eraser; be careful to not drop anything between the keys.
- Hands should be clean
- Do not place flowers or lit candles on the piano.
- Do not use polish or oils on the piano or bench.
- Do not touch or put anything on the strings.
- Close, lock and cover piano when finished.

Report any problems immediately to the Music Director.
(Annease Hastings – music@bruu.org or 703/361-6269).

Piano Picture

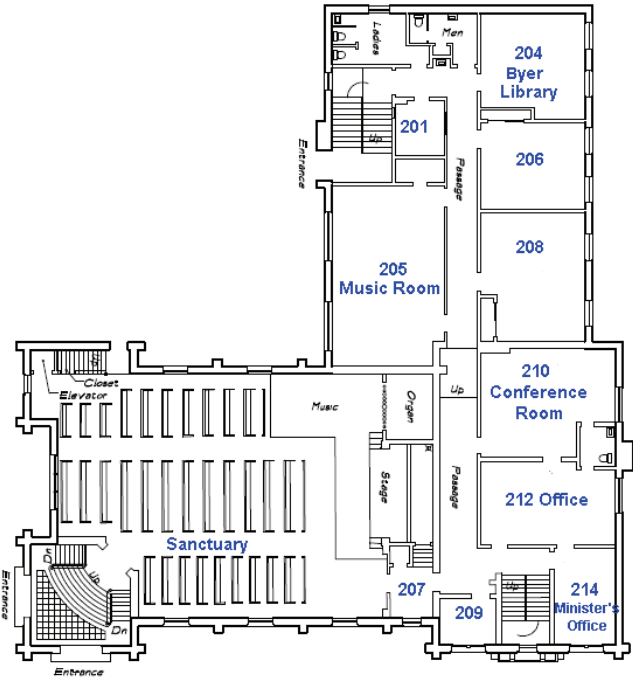
BRUU BUILDING USE APPLICATION BUILDING LAYOUT

Lower Level



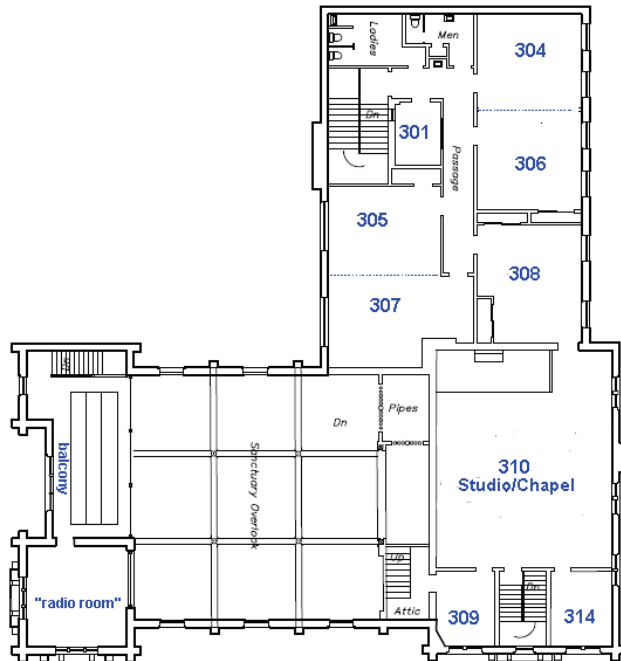
LOWER FLOOR PLAN

Main Level



MAIN FLOOR PLAN

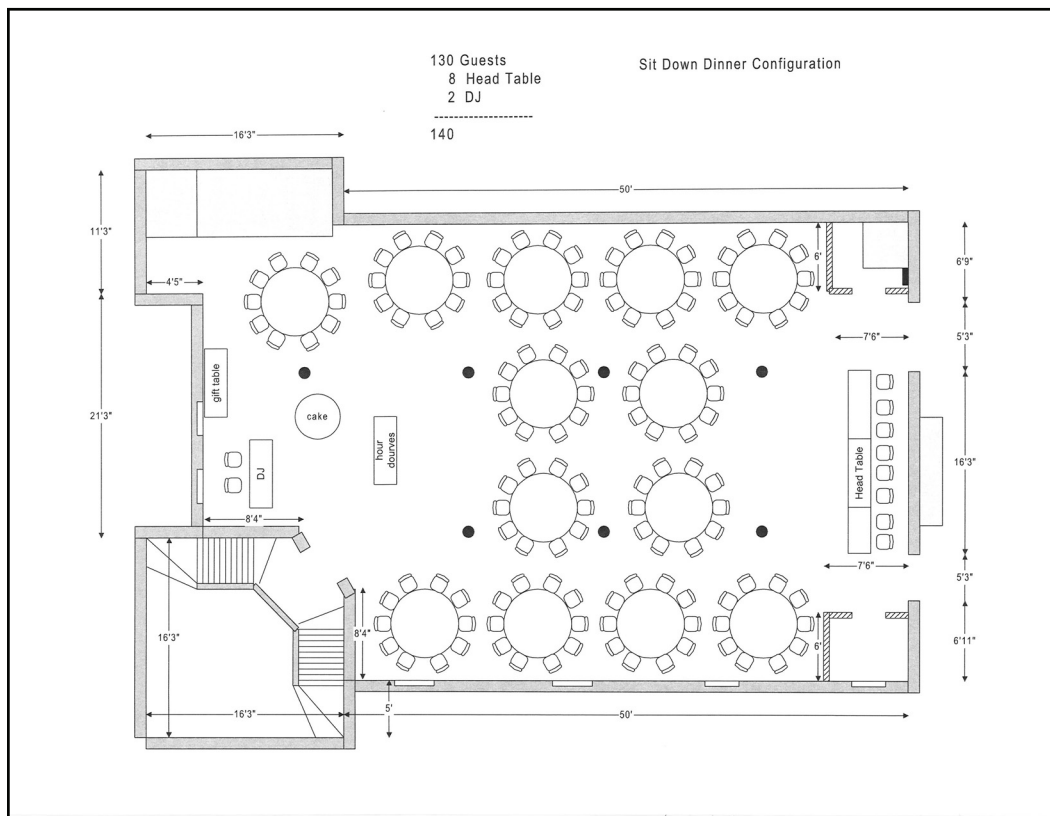
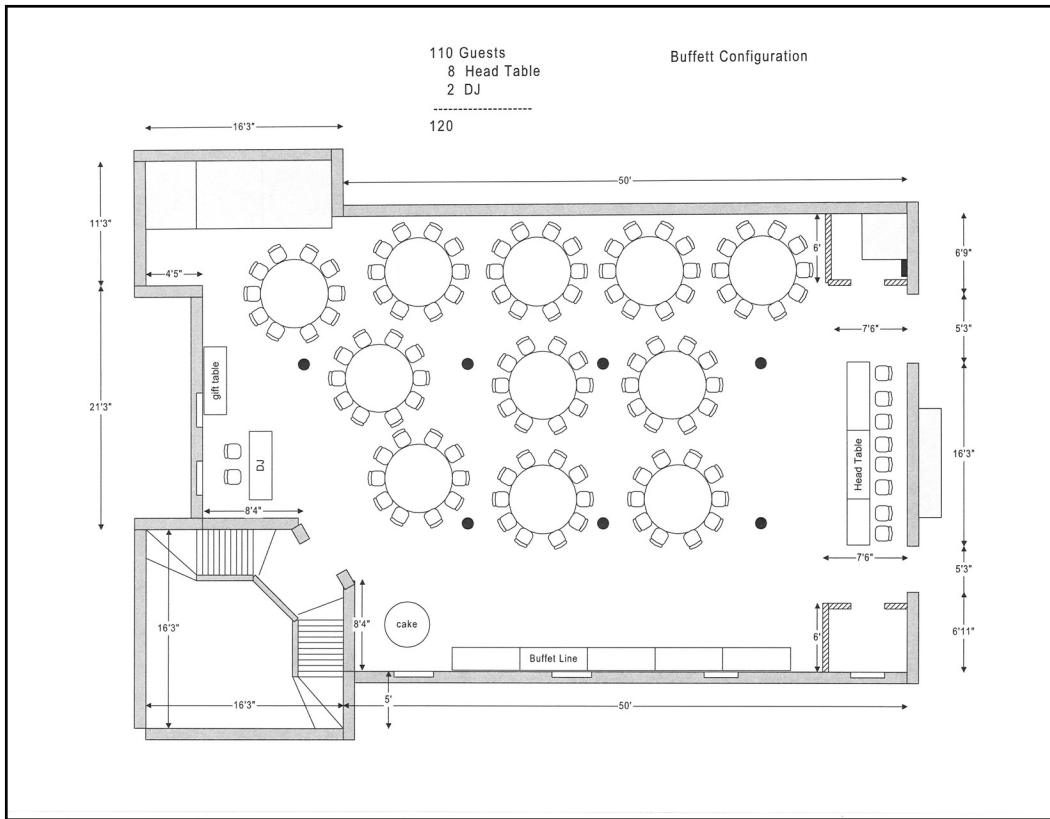
Upper Level



UPPER FLOOR PLAN

BRUU BUILDING USE APPLICATION

HALL TABLE CONFIGURATIONS



**BRUU BUILDING USE APPLICATION
PARKING**

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.)