



# River Road Unitarian Universalist Congregation

6301 River Road, Bethesda, MD 20817

Date of the Event: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ Date Requested: \_\_\_\_\_

Title of the Event: \_\_\_\_\_ Space Needed from: \_\_\_\_\_ to \_\_\_\_\_

Number attending: \_\_\_\_\_ Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Day: \_\_\_\_\_ Eve: \_\_\_\_\_ Cell: \_\_\_\_\_

FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Room Set-Up? \_\_\_\_\_

*(Attach a diagram if desired, Extra chair removal? Piano? Florist? Caterer?)*

## **FEES:**

Building Use Fee: \_\_\_\_\_ (See attached rate sheet)

Piano Fee: \_\_\_\_\_

Custodial Fee: \_\_\_\_\_

Total: \_\_\_\_\_

Deposit due: \_\_\_\_\_ on \_\_\_\_\_ .

Balance due: \_\_\_\_\_ on \_\_\_\_\_ .

Credit Card: \_\_\_\_\_ .

Expiration: \_\_\_\_\_ CID: \_\_\_\_\_

## **DEPOSITS:**

A deposit of 50% of the total fee is payable in advance to hold the reservation.

All fees are payable in full 30 days before the date of the event.

Checks should be made payable to "River Road Unitarian Universalist Congregation" or "RRUUC".

## **CANCELLATION POLICY:**

The deposit is fully refundable for reservations canceled 60 days in advance.

The deposit is 50% refundable for reservations canceled 30-60 days in advance.

The deposit is not refundable for reservations canceled less than 30 days in advance.

**Please sign, date, and return one copy (either by Fax or Mail) with deposit to:**

**River Road Unitarian Universalist Congregation**

*I have read and agree to abide by the River Road Unitarian Universalist Building Use Information and Regulations.*

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

A Member of the Unitarian Universalist Association

▪ Phone 301-229-0400 ▪ Fax: 301-320-3544

E-mail: office@rruuc.org ▪ Web site: www.rruuc.org

▪ Rev. Nancy McDonald Ladd, Senior Minister

▪ Rev. Louise Green, Minister of Congregational Life

▪ Dr. Clifton Hardin, Director of Music ▪ Ana Lim, Congregational Administrator