

Appendix 3

**FACILITIES USE AGREEMENT FORM – Memorial Service**  
**First Unitarian Universalist Society of Exeter**  
**10 Elm Street, Exeter, NH 03833**  
**603-772-4002**  
[office@exeteruu.org](mailto:office@exeteruu.org);  
[exeteruu.org](http://exeteruu.org)

Today's Date \_\_\_\_\_ Service Date \_\_\_\_\_ Service Time \_\_\_\_\_

*Please note, the earliest available service time on Saturday is 11am.*

Prep Time for setup and cleanup (start) \_\_\_\_\_ (end) \_\_\_\_\_

Name of person requesting space \_\_\_\_\_

Phone # \_\_\_\_\_ Email address \_\_\_\_\_

Name of deceased \_\_\_\_\_

Are you a member of FUUSE? (Yes/No) \_\_\_\_\_ Was deceased a member? (Yes/No) \_\_\_\_\_

Minister/Person leading service \_\_\_\_\_ Email/phone \_\_\_\_\_

Pianist or Musician for service \_\_\_\_\_ Email/phone # \_\_\_\_\_

*There is a fee of \$50.00 assessed for use of the piano and/or organ in the Sanctuary by an outside musician.*

*FUUSE ministers and musicians shall be entitled to set their own fees for weddings, memorial services, and other life passage ceremonies.*

Are you requesting use of Sanctuary? (Yes/No) \_\_\_\_\_ Use of Parish Hall (Yes/No) \_\_\_\_\_

Are you planning to stream service? (Yes/No) \_\_\_\_\_ Will you need tech support? \_\_\_\_\_

Are you planning a slide show? (Yes/No) \_\_\_\_\_ A photo display board? (Yes/No) \_\_\_\_\_

Number of people expected to attend event \_\_\_\_\_ (*fire code requirements below*)

*Sanctuary - 160 standing Parish Hall – 150 without tables and chairs; 50 with tables and chairs*

A heating surcharge of \$40 for use of any of the areas listed is assessed for the period inclusive of November 1 – April 30. *No waiver of this charge will be granted.*

Group Rental Reduced Fee/Fee Waiver Application Form submitted? \_\_\_\_\_ (Yes/No)

**Property Use Guidelines:**

- Alcoholic beverages are prohibited on Church property for non-church functions unless prior approval is made. (*Signed acceptance of **FUUSE Alcohol Policy Agreement** required for this approval.*)
- Smoking is prohibited at all times anywhere on Church premises.
- Food and beverages are not permitted in the Sanctuary.
- Food, beverages, and consumable items (napkins, soap, paper towels, etc.) found in the kitchen are for Church use only and should *not* be used for non-Church functions.
- The user *must* restore the property to the general condition in which it was found, including:
  - Return all chairs, tables, furniture, tablecloths, etc. to original locations.
  - Clean floors (broom swept), counters, tables, etc. as needed.
  - Wash, dry, and put away all dishes, glassware, utensils.
  - Remove trash from premises.
  - Turn off all appliances, lights, and equipment.
  - Turn down heat as instructed (if not already under Automated Settings).
  - Close all interior doors between Sanctuary, Community Room, and Parish Hall.
  - Close all outside doors and ensure that they are securely locked.

**I am the above-named individual or duly appointed adult representative of the above-mentioned individual or organization. I have read and agree to comply with the Facilities Use Policy and I will be responsible for the conduct of affairs and will abide by all terms of the Policy.**

Signature of Responsible Party: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

**Total fee due: \$**\_\_\_\_\_

*We are an eco-friendly church. We discourage the use of disposable products.  
We encourage recycling.*