



Deposit received: \_\_\_\_\_ Date received \_\_\_\_\_ By whom: \_\_\_\_\_

**First Unitarian Universalist Society of Albany**

# Facilities Rental Application

405 Washington Avenue, Albany, NY 12206 \*  
518-463-7135 Fax: 463-1429

Classrooms: [administrator@albanyuu.org](mailto:administrator@albanyuu.org)

Halls/ both: [kaneandlekakis@gmail.com](mailto:kaneandlekakis@gmail.com)

Applicant Name \_\_\_\_\_ phone number \_\_\_\_\_

Organization (if applicable –indicate if nonprofit) \_\_\_\_\_ email address \_\_\_\_\_

Address and Zip \_\_\_\_\_ Rented before? Yes \_\_\_ No \_\_\_

Day and Date of requested rental \_\_\_\_\_

Time (use a.m./p.m.): **Event Start** \_\_\_\_\_ **Event End** \_\_\_\_\_ Start Set Up \_\_\_\_\_ Finish Clean Up \_\_\_\_\_  
\_\_\_\_\_  
One time use \_\_\_ Ongoing rental: (describe, e.g. first Monday/month) \_\_\_\_\_

Room(s) requested – maximum occupancy **auditorium style** in parentheses (check all that apply):

- |                                    |                           |                  |
|------------------------------------|---------------------------|------------------|
| Entrance Lobby (na) _____          | Classrooms: B1 (15) _____ | 21 (10) _____    |
| Emerson Community Hall (300) _____ | B2 (15) _____             | 22 (10) _____    |
| Emerson lobby (na) _____           | B3/4 (40) _____           | 23 (10) _____    |
| Sanctuary (200) _____              | B5 (10) _____             | 24/25 (40) _____ |
| Channing Hall (125) _____          | B6 (10) _____             | 26 (40) _____    |
| Kitchen (share) _____              | B7 (25) _____             |                  |
| Kitchen (exclusive) _____          | B8 (40) _____             |                  |
| Joy Library (12) _____             |                           |                  |

Name of Event: \_\_\_\_\_ # people attending \_\_\_\_\_

Description of activity \_\_\_\_\_

### Check room requirements (subject to additional fees)

General set up: Auditorium/ Lecture style (chairs in rows- standard in some spaces) \_\_\_\_\_

Workshop or meal (tables and chairs) \_\_\_\_\_ Additional tables needed: \_\_\_\_\_ Other: \_\_\_\_\_

Serving: Food \_\_\_\_\_ Alcohol \_\_\_\_\_ (permit required)

Entertainment: Live? \_\_\_\_\_ Professional DJ? \_\_\_\_\_ BYO \_\_\_\_\_

Musical Instruments you wish to use (permission required): Piano \_\_\_\_\_ Organ \_\_\_\_\_

Would you like a referral for an Officiant? \_\_\_\_\_ Musician? \_\_\_\_\_ Caterer? \_\_\_\_\_

AV equipment available for rent: Sound system (mikes and podium) \_\_\_\_\_ AV cart \_\_\_\_\_

Screen \_\_\_\_\_ TV \_\_\_\_\_ LCD Projector \_\_\_\_\_ Wireless Access \_\_\_\_\_

Overhead Projector \_\_\_\_\_ Electronic keyboard (7.5 octaves) \_\_\_\_\_ Portable CD player \_\_\_\_\_

**No dates will be held until an application is received. The next step is an agreement, which commits you to the rental.**