



Rental Request Form

If you need assistance with this form, call us: 301 947 3626
or email: admin@unityofgaithersburg.org

Note: Unity of Gaithersburg will not be able to publicize your event, but you are welcome to post an announcement on our bulletin board.

Contact Information

Today's Date: _____

Name: _____ Address: _____

Phone: _____

Email: _____

Website: _____

Event Information

Class Lecture Workshop Recital other (specify) _____

Event Name: _____

Event Date(s): _____

Start time of event: _____ End time of event: _____

Time you will need to have access the space _____

Time you will vacate the space: _____

Room(s) Requested: _____ Estimated Number of Attendees: _____

Brief description of event:

A/V Equipment/Services

Our A/V techs *may* be available for your rental at a rate of \$50/hour. Outside techs are not permitted to use our equipment. If you only need hand mics, there is a flat rate of \$25/per mic per event.

Note: If you are using our AV equipment, you will need to meet with our AV team in advance of your event to work out the details.

Portable CD Player (no additional fee) Projector Sound System Lapel Mic

Hand Mic (how many?) _____

Other Request: _____

Office Supplies (additional fee of \$10)

Flip Chart/markers White Board/ Markers

Rental Rates

All rates are per hour: You must include rehearsal, set-up and clean up in your rental time. The hourly rate is for the entire time you will be occupying the space. The minimum rental time is 1.5 hours per space.

For example, if your event is scheduled to last 2 hours, you will likely need to rent the space for 3 hours, to account for set up and clean up. For ceremonies, remember to include any **rehearsal time** as well.

NOTE: We also require a \$150 cleaning/use deposit, which will be refunded upon satisfactory completion of space cleaning and rental time agreement. Any overtime occupancy or extra cleaning required will be deducted from the deposit.

Main Building

Sanctuary (up to 250 people) \$150

Education Building

Ocean Room (up to 50 people) \$60

Starfish Room (up to 20 people) \$45

Dolphin Room (up to 12 people) \$35

Clownfish Room (up to 8 people) \$45

Kitchen \$50 per rental

Quay Caring House

Sunshine Room (up to 18 people) \$45

Moon Room (up to 15 people) \$40

Starlight Room (up to 14 people) \$40

Neptune Room (up to 10 people) \$35

Peace Chapel

(up to 20 people) \$35 (no wi-Fi, no bathroom)

Please use this space to provide any additional information

This section for office use only

Approved Pending Not Approved

Notes: