

FACILITY RESERVATION REQUEST 2015

(please print)

I am requesting approval to use space in DUUF for:

Event: _____

Responsible Party/Contact Person: _____

Phone: _____ Email: _____

Address: _____ City/St/Zip: _____

Day & Date of Use: _____
(I.e. Wednesday, April 9, 2008) (if more than one day use, please put additional day/date on back of this form)

Hour(s) Requested for Use: _____ am/pm to _____ am/pm (please consider your setup/cleanup time)

Number of Participants: _____

Area Requested: RE Wing Miller Hall Kitchen Classrooms (1-4) Building
(Area of use must be returned to "before use" condition)

Are you providing: Food Drink YES NO Rental Requires Access/Use of Kitchen (3): YES NO

Office Use:

Approved by: _____ Date: _____

Posted to Web Calendar by: _____ Date: _____

8/2013

DONATION SCHEDULE FOR THE USE OF FELLOWSHIP SPACE(S)

>RE Wing: \$230.00/3 hours \$10.00/each additional hour >Miller Hall: \$230.00/3 hours \$10.00/each additional hour

>Kitchen: \$10.00/3 hours >RE Classrooms: \$10.00/3 hours/each #1 (by kitchen) #2 (large) #3 (Nursery) #1 (Teen)

>Entire Building (5) \$400.00/3 hours

_____ Request for discounted rate (see "Request to Board for Community Service Rental Rate" on reverse of this page).

_____ Required Insurance Coverage: Certain rentals will require proof of insurance coverage and that the Fellowship is named as insured on this policy. User is to provide a certificate of insurance showing DUUF has become an additional insured entity on the group's insurance policy and that this policy will indemnify, defend, and hold our church harmless for any liability claim arising from the group's activities on our property.

PLEASE READ:

- Smoking is not permitted in any Church building at any time.
- Wine and beer are permitted on the Church premises; distilled spirits are prohibited.
- Responsible Party agrees to be liable for any damage done to Church property during his occupancy.
- Responsible Party also agrees to
 - ⇒ remove all items brought or caused to be brought onto Church premises;
 - ⇒ secure all trash in appropriate plastic bag(s), tied closed;
 - ⇒ leave kitchen clean if it is used in the course of occupancy;
 - ⇒ turn off lights and secure doors when leaving the premises.
- The Church reserves the unconditional right to appropriate any part of the building when needed for Church use, but will try to make other space available if such appropriation is made or will refund Responsible Party's payment to date.

SIGNATURE OF RESPONSIBLE PARTY

DATE:

Special or Discount Rental Request

Request to the Board for Community Service Rental Rate (50% discount)ⁱ

This option is not to be used for any Church, covenant group, or small group activity, or an event directly related to our mission or social action activities (These are not building rentals, contact minister or administrator).

To qualify for this discount, your event or building use must: o Be in line with our UU values:

- Serve the community, or a group in the community in need, or fulfill DUUF goals
- Fulfill a charity, educational, or other community-service function
- Examples that might qualify: Fundraiser for a shelter for battered women, hosting an LGBT workshop
- Examples that might not: Real Estate workshop, organization awards dinner.

To apply, submit this rental form and a letter to the Board requesting the discount rate and including the following information: o What organization is hosting the event?

- What is the event?
- Who can attend? Will there be a charge to attend?
- How does the event align with UU values?
- How does the event serve the community? Who benefits from the event?

Request for long term rental discount

- Criteria: o At least one day per week rental for at least 3 months
- Renter is renting weekly at least 3 consecutive calendar months
- Long Term Discount Rate is 3x weekly rate for each calendar month. (~25% discount) o Example: Renting every Thur evening from March 1-Aug 31: Rent each month will be 3x the cost of a single Thur evening rental. Renting M-W morning from Sept til May: Rent each month will be 3x the cost of a single week's rental.

Request to the Board for classroom only use (classroom only rental rate \$10/hr, 2 hr minimum)

- Criteria: o Only available to long term renters.
 - Must be a group that will not disturb other rental activities in the RE wing
 - Any interference with other uses will disqualify renter from this rate and renter will be required to rent entire RE Wing.
-