

**DENTON UNITARIAN UNIVERSALIST FELLOWSHIP  
FACILITY RESERVATION REQUEST**

(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: \_\_\_\_\_ Charge to attend: \_\_\_\_\_

Area Requested: RE Wing Miller Hall Kitchen Classrooms 1 2 3 4 Entire 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

Rental fees: \$ \_\_\_\_\_ (see Rental Rates, page 3)

AV equipment: \_\_\_\_\_

Discounted rate request: To request a discount rental rate, please complete page 2 of this form.

**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

Office Use: Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Posted to calendar Deposit received: \_\_\_\_\_ Amount due: \_\_\_\_\_ Paid: \_\_\_\_\_

## REQUEST FOR SPECIAL OR DISCOUNT RENTAL RATE

**Event:** \_\_\_\_\_

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 Community Service discount, your event or building use must:

- 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.

**Request for Community Service discount:**

**Organization hosting event:** \_\_\_\_\_

**Description of event:** \_\_\_\_\_

**Who can attend?** \_\_\_\_\_ **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**

- Rental of at least one day per week for at least 3 consecutive months
- Long Term Discount Rate is 3x weekly rate for each calendar month. (~25% discount) 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 to May: Rent each month will be 3x the cost of a single week's rental.

**Request for classroom only use**

- Classroom only rental rate \$10.00/hour, 2-hour minimum rental.
- Only available to long-term renters
- Must 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

**Office Use:**

**Approved by board** Rate approved: \_\_\_\_\_ Date: \_\_\_\_\_

## 2018 RENTAL RATES

	Non-Member	Member (25% discount)	Community Service*
<b>Miller Hall**</b>	\$230.00	\$172.50	\$115.00
<b>RE Wing**</b>	\$230.00	\$172.50	\$115.00
<b>Entire Building**</b>	\$400.00	\$300.00	\$200.00
<b>Kitchen</b>	\$10.00	\$10.00	\$10.00
<b>Classroom***</b>	\$10.00/hr.	\$10.00/hr.	\$10.00/hr.
<b>Weddings (entire building)</b>	\$400.00 for 3 hours, \$100 each additional hour \$50 AV equipment fee (with support of member assistance)		
<b>Long term rentals:</b>	All requests must receive approval from the Fellowship Board		
<b>Additional fees:</b>	\$50.00 refundable deposit required to hold reservations \$35.00 returned check fee \$25.00 reservation change fee \$50.00 AV equipment fee (with support of member assistance)		

### Additional Notes

\*Discretionary fees for non-profits, subject to approval by Fellowship Board.

\*\*Rates are based on 3-hour rental. \$10.00 per additional hour unless otherwise stated.

\*\*\*Classroom only rental rate \$10.00/hour, 2-hour minimum rental.

Miller Hall (front of building) is considered a "sacred space" and only rented for use consistent with designation. I.E. No yard sales!

## GUIDELINES FOR USE OF FACILITIES

The Denton Unitarian Universalist Fellowship (hereinafter referred to as DUUF) is available for events lending themselves to the spirit of the facility.

**Who Can Use:** Anyone (hereinafter referred to as the Client). Client must be 21 years or older.

**Availability:** Reservations are required for ALL events. Should a Client request use of DUUF for dates and/or times when the facility would normally be closed, the option of making it available to the Client rests with the DUUF Coordinator.

**Standard Unavailable Dates:** Sundays, Halloween, Thanksgiving, December 24 and 25, January 1

**Scheduling Reservations:** Reservations are accepted on a first-come, first-served basis. Requests for use must be submitted to the DUUF Office. A reservation will be posted onto the calendar once the application and deposit have been submitted.

### Reservation Considerations:

- Reservation requests should be submitted in writing.
- The full payment is required 5 working days prior to the reservation's posting to the calendar to hold the requested date(s).
- Client should be sure to include all necessary preparation and takedown time in their reservation time request (i.e. rehearsals)
- The individual who signs the rental contract will be the only person recognized/authorized to make changes to the original request. This individual or their authorized representative must be present at all phases of the function - set-up/function/cleanup.
- **NOTE:** Client will not have access to DUUF before the requested reservation time.
- Meetings and/or services, which are open to the general population as well as DUUF members, does not qualify for the "DUUF membership" discount.

**Wedding Ceremonies:** Clients reserving DUUF for wedding ceremonies may want to consider the amount of time of their service and also time for their rehearsal. Rehearsals can be included in the three hours of usage time (same day) or as a separate rental fee situation (i.e. evening before). No celebration actions such as the "throwing" of rice or confetti may be used inside DUUF. Outside, no rice or confetti, but "acceptable" would be flower petals, bells or bubbles. (If you have another product you wish to use, please get it approved by the DUUF office.)

**Solicitation:** Client is not permitted to solicit general population (passersby) to attend or participate in their event by handouts or personal contact during their reserved use of DUUF.

**Confirmation:** Confirmation will not be made until payment and forms with all relevant information are completed and returned to the DUUF Office.

**Cancellation:** In the event a reservation is to be cancelled, the Client should contact the DUUF Office in writing. Client forfeits the deposit fee if the cancellation is made later than three (3) working days prior to the event day.

**A \$35.00 fee will be charged on all returned checks.**

**Deposit:** Use of DUUF facility and/or grounds requires a \$50.00 deposit. This deposit will not be refunded if the used area is not restored to its original condition.

**Rental Payment:** Payment for use of DUUF is to be paid on or before 5 working days of the actual use day.

**Reservation Changes:** Changes must be made in writing in the DUUF Office and requires a \$25.00 change fee. Only the Client may make reservation changes.

**Supervision by Client:** It is understood that the Client is responsible for all persons attending the event.

**Privacy:** Names and/or phone number of parties reserving DUUF will not be released except in accordance with the Public Information Act.

**Liability:** In consideration for permission to use DUUF, the Client who signs the Reservation Form shall indemnify, defend and hold harmless the Denton Unitarian Universalist Fellowship for an against any and all liability, attorney's fees, court costs, loss or damages that the DUUF may suffer as a result of claims, demands, costs or judgments against it arising out of any accident, injury, loss of property, death, or other tortuous act which may occur to or be caused by participants during such use of DUUF.

**Insurance:** Please coordinate with your agent and have the agency provide us a copy of your certificate of insurance. We would like the following statement included in the block entitled Description of Operations. "The Denton Unitarian Universalist Fellowship (DUUF) is named as Additional Insured during the time of our operations (meetings, etc.) in their facility".

**Alternative Dispute Resolution:** Chapter 2260 of the Texas Government Code establishes a dispute resolution process for contracts involving goods, services and certain types of projects. If Chapter 2260 applies to this Agreement, the parties agree to use the statutory dispute resolution process to attempt to resolve disputes arising under this Agreement.

**Governing Law:** This Agreement shall be enforced in accordance with the laws of the State of Texas. Venue for any disputes arising hereunder shall be in Denton County, Texas.

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**Capacity:** Miller Hall: Seating for 100      RE Wing: 75 SRO; rental includes 6, 6' tables, approximately 45 folding chairs

**Temperature/Thermostats:** Comfort zone - summer 74-76 degrees, winter 68-74. The Client is not to adjust the temperature controls at any time. Evidence of tampering will result in automatic forfeiture of deposit.

**Sound/Musical Equipment:** DUUF musical equipment or sound system is not available without prior approval from the Board.

**Decorations:** Decorations are as needed by the Client, provided all are removed after the event by the Client. No decorations may be used to block the entry/exit locations or signs. No nails, tacks or tape which could/would damage DUUF walls or fixtures are allowed. Exits must remain clear and accessible at all times.

**Furniture:** If seating and/or other furniture in DUUF are moved, Client must return facility to original setup. Failure to return DUUF to its original condition will result in loss of deposit.

**Deliveries:** The Client is responsible for accepting any and all deliveries made to DUUF for their planned event. Any and all deliveries are to occur during the time frame the Client has reserved. No entity at DUUF will accept delivery or liability of deliveries made to DUUF on behalf of the Client or the Client's event.

**Candles:** Client must use only dripless candles and limit these candles to the main table, with the floor/carpeting well protected from damage. (Candle wax on furniture or carpet is an automatic loss of deposit.) Candlelight services where each guest is provided a lighted candle are against fire code and are not allowed.

**Lost Items:** It is the responsibility of the Client to ensure all items are removed upon conclusion of the event. DUUF does not assume responsibility for any lost or misplaced items prior to, during or after the reservation.

**Restrooms:** Restrooms are available in DUUF.

**Smoking:** DUUF is a smoke-free facility. All smoking must take place outside the facility.

**Food and Beverages:** Food and beverages are permitted in DUUF in the RE Wing or outside, not in Miller Hall. Use of DUUF kitchen is available at additional charge, but is not an approved food preparation location. Client is responsible for restoring kitchen to pre-use condition and removal of trash.

**Alcoholic Beverage Use:** Use of alcoholic beverages (limited to beer, wine & Champagne). Alcohol is not to be consumed by any participant under the age of 21.

**Tour of DUUF:** A tour of DUUF will be arranged upon request to the DUUF Office.

**Americans with Disabilities:** DUUF is within the guidelines for accessibility.

**Parking:** There is limited convenient parking for DUUF

**Facility Attendant:** If required, the facility attendant will unlock DUUF at the beginning of the reservation time and will return to lock DUUF at the end of the requested reservation time. **To leave DUUF unattended at the conclusion of the reservation will result in the forfeiture of the deposit.**

**Rates and policies are subject to change without notice.**