

## UUFM BUILDING USE AGREEMENT FOR MEMBERS/CONTRIBUTING FRIENDS

Name \_\_\_\_\_ Date(s) of Use \_\_\_\_\_

Address \_\_\_\_\_ Type of Event \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Time In \_\_\_\_\_

Home Phone \_\_\_\_\_ Time Out \_\_\_\_\_

Cell Phone \_\_\_\_\_ Approximate Number of Guests \_\_\_\_\_

Email \_\_\_\_\_ Actual Time of Event \_\_\_\_\_

Space(s) Needed

- Sanctuary
- Social Hall<sup>1</sup>
- Social Hall and Kitchen<sup>1</sup>

Meeting Rooms<sup>1</sup> (Please list)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I already have a key
- I will check out a key from the office.
- I request Board approval to serve alcohol at this event and will comply with all federal, state, and city regulations governing it.

**Smoking:** The entire building is a non-smoking area. No smoking allowed.

**Maximum Capacity:** The Sanctuary can safely hold 240 people; the downstairs Social Hall can hold 100.

**Use of Alcohol:** The serving of alcoholic beverages requires prior approval by the UUFM. Alcohol may be served when it complies with all federal, state, and city regulations.

**Emergencies:** In the event of an emergency during building rental, notify one of the following:

Lee or Linda Ganske	507-385-0176
John Knox	507-387-6599
Dennis Cramblit	507-380-7209
Dave Schostag	507-345-5355

***In entering into this agreement to use all or portions of the UUFM facility, I agree to leave the building and its contents in the same condition as I found them. I understand that my responsibility includes completing the tasks listed on the Rental Cleaning Checklist by midnight at the latest and reimbursing the UUFM for any damages to the building caused by my guests or me.***

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

1. A lift is available for access to the social hall and kitchen.

## BUILDING USE FEES

Check the applicable fees for your event, sign and date page one, include your check, and return completed form to Office Administrator.

A. Cleaning Deposit (returned if building is left in same condition as it was found)		
For wedding, enter \$100.00----->		\$
For other rites of passage and events, enter \$50.00 ----->		\$
B. Facilities Coordinator <sup>1</sup> (if needed—2 hour minimum)		
For up to 2 hours of use, enter \$30.00 ----->		\$
For each additional hour, add \$15 (number of add'l hours x \$15.00) ----->		\$
C. Sound Technician (required if church sound system is used – 2 hour minimum)		
For up to 2 hours of use, enter \$40.00 ----->		\$
For each additional hour of sound system support, add \$20.00 ----->		\$
D. Memorial Service Coordinator <sup>2</sup> , if needed add \$150.00		\$
E. Pianist (Fee determined by pianist)		\$
F. Use of Building for Wedding or Rite of Passage, No charge----->		\$ 0.00
G. Use of Building for Single Event Business Use <sup>2</sup> , Determined when letter of intent is received		\$
H. Use of Building for other events, Enter \$50.00----->		\$
I. Small Room Rental for Community Use		\$
<b>AMOUNT DUE (payable to Unitarian Universalist Fellowship of Mankato)</b>		<b>\$</b>

J. Services of UUFM Minister		
For a wedding (Honorarium) ----->		\$
For a memorial service (Honorarium) ----->		\$
<b>AMOUNT DUE (payable to the minister)</b>		<b>\$</b>

## DEPOSIT TO RESERVE DATE ON UUFM CALENDAR

Building Rental Deposit (applied to amount due, to be paid when *Building Use Agreement* form is submitted) \$50.00

**Balance of all fees are due and payable (30) days prior to the event.** Refunds will be made up to sixty (60) days prior to the event. Deposits are non-refundable for cancellations made less than 60 days before the event.

**For memorial services,** balance of all fees are due and payable within (30) days after the event, including balance of Minister fee.