
UUFM BUILDING USE AGREEMENT FOR NONMEMBER MEMORIAL SERVICE

Main Contact Person _____ **Date(s) of Use** _____

Address _____ Event _____

City/State/Zip _____ Time In _____

Home Phone _____ Time Out _____

Cell Phone _____ Approximate Number of Guests _____

Email _____

Second Contact Person _____ Home Phone _____

Address _____ Cell Phone _____

City/State/Zip _____ Email _____

- 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 _____

BUILDING USE FEES¹

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

A. Cleaning Deposit

Returned if building is left in same condition as it was found -----> \$ 100.00

B. Use of Sanctuary, Enter \$100.00-----> \$

C. Use of Social Hall and Kitchen² for a reception (if not using Social Hall, skip to E)

For up to 2 hours of use, enter \$100.00-----> \$

For each additional hour, add \$50.00 (number of add'l hours x \$50.00) -----> \$

D. Facilities Coordinator³ (required—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) -----> \$

E. Sound Technician (required if sound system used, for up to 2 hours), enter \$40.00 > \$

For each additional hour of sound system support, add \$20.00 -----> \$

F. Memorial Services Coordinator⁴, if needed enter \$250.00 -----> \$

AMOUNT DUE (payable to Unitarian Universalist Fellowship of Mankato)	\$
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G. Services of UU Minister

For a memorial service, fee determined by the minister -----> \$

Mileage as needed -----> \$

H. Services of UUFM Lay Leader (when a minister is not available)

For a memorial service, enter \$100.00-----> \$

For a memorial service with eulogy/committal, enter \$200.00-----> \$

AMOUNT DUE (payable to the Minister or Lay Leader)	\$
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DEPOSITS TO RESERVE DATE ON UUFM CALENDAR

(Two separate checks to be paid when *Nonmember Building Use Agreement* form is submitted)

Building Rental Deposit (applied to amount due, payable to UUFM) -----> \$ 100.00

Minister/Lay Leader Deposit (applied to amount due, payable to the minister) -----> \$ 100.00

Balance of all fees are due and payable within (30) days after the event, including balance of Minister/Lay Leader fee.

1. Fees may be reduced or waived at the discretion of the Board or Minister for groups with limited funds.
2. A lift is available for access to the social hall and kitchen.
3. The Facilities Coordinator opens and locks the building, assists with locating what is needed, and takes responsibility for the building and its contents.
4. The Memorial Service Coordinator assists family by organizing volunteers and paid personnel for the multiple tasks a Memorial Service involves. This fee may be reduced or waived for families with limited funds at the discretion of the Board or Minister.