
UUFM BUILDING USE AGREEMENT FOR NONMEMBER NONPROFIT BUSINESS USE

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 FEES

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. Facilities Coordinator ¹ (required—2 hour minimum)		
For the first 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), enter \$40.00 >	\$	
For each additional hour of sound system support, add \$20.00 ----->	\$	
D. Use of Sanctuary (if not using Sanctuary, skip to D)		
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) ----->	\$	
E. Use of Social Hall ² (if using Kitchen, skip to E)		
For up to 2 hours of use, enter \$50.00 ----->	\$	
For each additional hour, add \$25.00 (number of add'l hours x \$25.00) ----->	\$	
F. Use of Social Hall and Kitchen ² (if not using, skip to AMOUNT DUE)		
For up to 2 hours of use, enter \$60.00 ----->	\$	
For each additional hour, add \$30.00 (number of add'l hours x \$30.00) ----->	\$	
G. Small Room Rental for Nonprofit Community Use, add \$35.00/3 hours	\$	
AMOUNT DUE (payable to Unitarian Universalist Fellowship of Mankato)	\$	

DEPOSIT TO RESERVE DATE ON UUFM CALENDAR

(To be paid when *Non-member Business Use Agreement* form is submitted)

Building Rental Deposit (payable to UUFM, applied to amount due)	\$100.00
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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. All deposits are non-refundable for cancellations made less than 60 days before the event.

1. The Facilities Coordinator opens and locks the building, assists with locating what is needed, and takes responsibility for the building and its contents.
2. A lift is available for access to the social hall and kitchen.