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## UUFM BUILDING USE AGREEMENT FOR NONMEMBER WEDDING

<b>Main Contact Person</b> _____	<b>Date(s) of Use</b> _____
Address _____	Event _____
City/State/Zip _____	Time In _____
Home Phone _____	Time Out _____
Cell Phone _____	Approximate Number of Guests _____
Email _____	
<b>Second Contact Person</b> _____	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<sup>1</sup>**

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 -----> \$ 200.00

B. Facilities Coordinator<sup>2</sup> (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) -----> \$

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

For up to a combined total of 4 hours of use for rehearsal and wedding, enter \$200.00 > \$

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

E. Use of Social Hall and Kitchen<sup>3</sup> for a reception

For up to 4 hours of use, enter \$275.00-----> \$

For each additional hour, add \$65.00 (number of add'l hours x \$65.00) -----> \$

F. Use of Social Hall and Kitchen<sup>3</sup> for rehearsal dinner

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) -----> \$

<b>AMOUNT DUE (payable to Unitarian Universalist Fellowship of Mankato)</b>	<b>\$</b>
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G. Services of UUFM Minister

Wedding (Fee determined by minister) -----> \$

Rehearsal (talk with minister) -----> \$

Mileage -----> \$

<b>AMOUNT DUE (payable to the minister)</b>	<b>\$</b>
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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) -----> \$ 200.00

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

**Balance of all fees are due and payable (30) days prior to the event, including balance of Minister fee.** 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. Fees may be adjusted for a small wedding. Applicant may include a letter detailing the circumstances with *Nonmember Building Use Agreement*.  
 2. The Facilities Coordinator opens and locks the building, assists with locating what is needed, and takes responsibility for the building and its contents.  
 3. A lift is available for access to the Social Hall and Kitchen.