

BUILDING USE POLICY

UNITARIAN UNIVERSALIST FELLOWSHIP OF MANKATO

APPROVED JANUARY 17, 2018

It is the policy of the Unitarian Universalist Fellowship, Mankato (UUFM) that the church building be available for meetings and programs that are compatible with the ministry and purpose of the church as expressed in the Seven Unitarian/Universalist Principles. This policy will also ensure that rental use of the building does not unduly interfere with regular programs of the Fellowship, its committees, or members and that it promotes good stewardship of the building and its furnishings.

PRIORITIES AND RENTAL FEES

1. Church committees and groups under coordination of the Board of Directors may use the building for regular meetings, programs and events at no charge.
2. Members, including sons and daughters of members, and pledging friends may use the building without charge for rites of passage, provided that they have been members for six months prior to a request for space use, or they are pledging supporters, or have been regular contributing supporters for the previous year. Other uses may require a small fee as listed in the Building Use Fees section. All use of the building requires that contact be made with the Office Administrator. If the building use requested by a UUFM member is for commercial or other money making activity, specific approval must be given by the Board and a letter of intent agreed to by the member and the Board. This letter will specify the nature of the activity and participants, space(s) needed, and responsibility for building security and maintenance. The Board may charge a reasonable fee to cover costs associated with security, maintenance, heating or air conditioning, and other expenses connected to facility use.
3. Organizations and individuals not affiliated with the church, but whose purposes promote the values and purposes of the church, may arrange for use of space on a single event basis with approval of the Board of Directors, Minister or Office Administrator. Building use fees apply.
 - a. Organizations and individuals not affiliated with the church, whose purposes may not promote, but are compatible with, the values and purposes of the church, may use space on a single event basis with approval of the Board of Directors, Minister or Office Administrator, provided such use does not interfere with regular church programs or events. Building use fees apply.
 - b. Space will **not** be made available to partisan political groups unless the purpose of the group is clearly within the stated purpose of the church. Rental to political candidates is not allowed since it endangers the tax exempt status of the church. However, the building may be used for open, non-partisan discussions of political issues. At the discretion of the Board of Directors, these groups may be asked to seek sponsorship of an appropriate committee. Building use fees apply.
4. Fees may be reduced or waived for individuals or groups with limited funds at the discretion of the Board of Directors or Minister.

RESERVATIONS

Once the initial request for a date to reserve a space in our church has been received, it is “penciled in” on our calendar. The initial request is not finalized until the Building Use Agreement form has been completed, signed and received by the church office, along with the initial deposit payment(s). If another request for that date is also received before the building use agreement and deposit are received, that will also go on the calendar in pencil. **The first signed building use agreement received along with the initial deposit(s) will be the one confirmed and “inked” on the calendar.** A confirmation letter will be sent out immediately by the church office upon receipt of the signed Building Use Agreement form and payments.

CONFLICTS - Once the deposit and completed Building Use Agreement form have been received, the event is “on the calendar” and will not be canceled by the church to accommodate a program with a higher priority. If a scheduling conflict inadvertently occurs, the administrative staff will notify both groups promptly and involve both parties in efforts of collaboration so that, if at all possible, both groups can be accommodated.

LONG-TERM USE - Groups wishing to lease church space on a continuing long-term basis must receive prior approval of the Board of Directors.

MINSTER - The UUFM minister will officiate at rites of passage for members. Any other officiant requires consultation with the minister.–The UUFM minister is also available to officiate for non-members. Any other Officiant requires approval of the minister. Please note that Officiants must be professionally trained and ordained clergy. If a non-member would like the UUFM minister to officiate, other ministers may be included as co-officiates with the UUFM minister.

SMOKING - The entire building is a non-smoking area. No smoking allowed.

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.

FACILITIES COORDINATOR - A Facilities Coordinator will be required for all Nonmember rentals. This member of the UUFM opens and locks the building, assists with locating what is needed, and takes responsibility for the building and its contents.

MEMORIAL SERVICE COORDINATOR - A Memorial Service Coordinator can be requested by family to assist with organizing volunteers and paid personnel for a Memorial Service. A fee paid to the UUFM is charged for this service. The fee may be reduced or waived for families with limited funds at the discretion of the Board or Minister.

BUILDING USE AGREEMENT FORM - Building use must be scheduled in advance through the church office. **A completed Building Use Agreement form shall be required of all users, except church committees who use the building for events, programs, and regular meetings.** Church staff will inform users of the space and facilities available, conditions for use, and procedures for opening and closing the building. It is the responsibility of users to follow these procedures and leave the building in good order.

FINAL PAYMENTS FOR MEMBERS AND NONMEMBERS (EXCEPT FOR MEMORIAL SERVICES) - **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 60 days prior to the event. Deposits are non-refundable for cancellations made less than 60 days before the event.

FINAL PAYMENTS FOR MEMORIAL SERVICES - **Balance of all fees are due and payable within 30 days after the event, including balance of Minister fee or Honorarium.**

DAMAGES - The individual or group making this reservation is responsible for reimbursing the UUFM for any damages to the building caused by themselves or their guests.

UUFM WAIVER AND RELEASE OF LIABILITY - A completed Waiver and Release of Liability form must be submitted with your Building Use Agreement form.

MEMBERS AND REGULARLY CONTRIBUTING FRIENDS

Building Use Fees

Weddings/Rites of Passage	No charge for building rental
Pianist.....	Fee determined by Pianist
Memorial Service Coordinator ¹	\$150.00
Small Room Rental for Community Use.....	\$25.00/3 hours
Other Events.....	\$50.00
Single Event Business Use.....	Determined when letter of intent is received
Facilities Coordinator ² (if needed)	\$30.00 (\$15.00 per hour; 2 hour minimum)
Sound Technician (if needed).....	\$40.00 (\$20.00 per hour; 2 hour minimum)
Cleaning Deposit for Wedding (returned if building is left in same condition as it was found)	\$100.00
Cleaning Deposit for Rites of Passage and Other Events (returned if building is left in same condition as it was found)	\$50.00

Deposit to Reserve Date on UUFM Calendar

Deposit (applied to amount due, payable to UUFM, to be paid when <i>Building Use Agreement</i> form is submitted)	\$50.00
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1 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.

2 The Facilities Coordinator opens and locks the building, assists with locating what is needed, and takes responsibility for the building and its contents

NONMEMBER WEDDING³

Building Use Fees

		Maximum Room Capacity
Sanctuary	\$200.00 (up to 4 hours)	240
Social Hall and Kitchen ⁴ for reception	\$275.00 (up to 4 hours)	100
Social Hall and Kitchen ⁴ for Rehearsal Dinner	\$100.00 (up to 2 hours)	
Facilities Coordinator ⁵ (required)	\$30.00 (\$15 per hour; 2 hour minimum)	
Sound Technician (required if church sound system is used)	\$40.00 (\$20 per hour; 2 hour minimum)	
Cleaning Deposit (returned if building is left in same condition as it was found)	\$200.00	
Minister	Fee determined by minister	

Prices as listed for church as a backup facility for an outdoor wedding

Deposits to Reserve Date on UUFM Calendar

(Two separate checks to be paid when *Non-member Building Use Agreement* form is submitted.)

Building Rental Deposit	\$200.00 (payable to UUFM)
Minister Deposit	\$100.00 (payable to the minister)

³ Fees may be adjusted for a small wedding. Applicant may include a letter detailing the circumstances with *Nonmember Building Use Agreement*.

⁴ A lift is available for access to the Social Hall and Kitchen.

⁵ The Facilities Coordinator opens and locks the building, assists with locating what is needed, and takes responsibility for the building and its contents.

NONMEMBER NONPROFIT BUSINESS USE⁶

Building Use Fees

		Maximum Room Capacity
Sanctuary	\$50.00 per hour	240
Social Hall ⁷ (without Kitchen)	\$25.00 per hour	100
Social Hall and Kitchen ⁷	\$30.00 per hour	100
Facilities Coordinator ⁸ (required).....	\$30.00 (\$15 per hour; 2 hour minimum)	
Sound Technician (required if church sound system is used)	\$40.00 (\$20 per hour; 2 hour minimum)	
Small Room Rental for Nonprofit Community Use.....	\$35.00 /3 hours	
Cleaning Deposit (returned if building is left in same condition as it was found)	\$100.00	

Deposit to Reserve Date on UUFM Calendar

(To be paid when *Nonmember Building Use Agreement* form is submitted)

Building Rental Deposit (payable to UUFM, applied to amount due)	\$100.00
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NONMEMBER MEMORIAL SERVICE⁶

Building Use Fees

		Maximum Room Capacity
Sanctuary	\$100.00	240
Social Hall and Kitchen ⁷ for luncheon	\$100.00 (up to 2 hours)	100
Facilities Coordinator ⁸ (required).....	\$30.00 (\$15 per hour; 2 hour minimum)	
Sound Technician (required if church sound system is used)	\$40.00 (\$20 per hour; 2 hour minimum)	
Cleaning Deposit (returned if building is left in same condition as it was found)	\$100.00	
Minister	Fee determined by minister	
UUFM Lay Leader (when minister is not available)	\$100.00 \$200.00 with eulogy or committal	
Memorial Service Coordinator ⁹	\$250.00	

6 Fees may be reduced or waived at the discretion of the Board or Minister for groups with limited funds.

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

8 The Facilities Coordinator opens and locks the building, assists with locating what is needed, and takes responsibility for the building and its contents.

9 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

<p><i>(Board Approved October 21, 2009)</i> <i>(“Use of Alcohol” Amended December 16, 2009)</i> <i>(“Nonmember Wedding” Amended July 21, 2010)</i> <i>(“Nonmember Memorial Service” Amended December 21, 2011)</i> <i>(Fees Amended March 21, 2012)</i> <i>(Board Approved December 19, 2012)</i> <i>(“Minister” Amended September 25, 2013)</i></p>	<p><i>(“Added lift is available” Amended December 20, 2016)</i> <i>(“Updated Facilities Coordinator Description, Emergency Contacts and added Rehearsal to Nonmember Wedding Amended July, 20 2017)</i> <i>Community Use Fees, Memorial Service Coordinator & Rental to Political Candidates Amended December 20 2017</i></p>
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UNITARIAN UNIVERSALIST FELLOWSHIP OF MANKATO

RENTAL CLEANING CHECKLIST

At the conclusion of your event using the facilities owned by UUFM, please check off all appropriate items below. Your cleaning deposit will be returned if all items pass inspection by the Facilities Coordinator. If any items require cleaning, your deposit will be used for janitorial services and any remainder returned to you.

If Using the Sanctuary, Social Hall, or Meeting Rooms:

- Return tables and chairs to the positions in which you found them
- Sweep floor of all debris
- Turn down heat; turn up air conditioning
- Turn off all lights, including in restrooms
- Check that all doors (including back doors) are locked

If Using the Kitchen:

- Wash all dishes and put away properly
- Wash, dry, and sanitize all counters and tables
- Empty all garbage, and place bags in container in back of the building
- Remove all food from the refrigerator
- Wipe out microwave
- Turn off and clean stove and oven
- Wash out and dry sinks
- Turn off faucets securely
- Return tables and chairs to the positions in which you found them
- Sweep floor of all debris
- Turn down heat; turn up air conditioning
- Turn off all lights, both in kitchen and restrooms
- Check that all doors (including back doors) are locked

After all items are checked off, sign, date, and return this form to the Facilities Coordinator or the Fellowship office.

- All items are checked off and in satisfactory condition.

Signature of renter responsible for checking

Date

- All items are checked off and in satisfactory condition.

Signature of Facilities Coordinator

Date

UUFM WAIVER AND RELEASE OF LIABILITY

The undersigned ("Undersigned") has requested permission to use a portion of the UUFM facilities described on the attached rental agreement ("Premises") and for the purpose described thereon. In consideration of UUFM granting permission for the use of the Premises, Undersigned hereby agrees to and does hereby:

1. Assume all risk(s) attendant to such use and release, discharge, and promise not to sue UUFM or hold UUFM responsible in any way for any cost or liability for any death, injury, property damage, or any other consequence which may arise out of the use of the Premises.
2. Indemnify and hold harmless UUFM from any claim, judgment, or any expense in connection with such use by Undersigned or any of their members, guests, or anyone else present at the invitation or with the knowledge or permission of Undersigned or of the organization for which Undersigned is acting as the authorized agent or representative..

By signing below, Undersigned hereby confirms that they have read this WAIVER AND RELEASE OF LIABILITY and understands that it represents a release, on behalf of themselves as well as the organization they may represent and that it constitutes a complete release of any and all claims which may arise by or in connection with the use of the Premises and that such waiver, release, and indemnification extends to and embraces all persons referred to in (2) above.

Signature _____

Print Name _____

Organization name (if applicable) _____

Date _____

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 Hall¹
- Social Hall and Kitchen¹

Meeting Rooms¹ (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 ¹ (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 ² , 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 ² , Determined when letter of intent is received	\$
H. Use of Building for other events, Enter \$50.00----->	\$
I. Small Room Rental for Community Use	\$
AMOUNT DUE (payable to Unitarian Universalist Fellowship of Mankato)	\$

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.

UUFM BUILDING USE AGREEMENT FOR NONMEMBER WEDDING

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 -----> \$ 200.00

B. Facilities Coordinator² (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 Kitchen³ 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 Kitchen³ 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) -----> \$

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

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

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

Mileage -----> \$

AMOUNT DUE (payable to the minister)	\$
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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.

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.

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.