

Unitarian Universalist Congregation of Duluth
835 West College Street
Duluth, MN 55811

Community Affiliated Building Use Requests

Today's Date _____

Name of non-profit organization _____

Address _____

Phone _____ Email _____

Name of UUCD member or friend requesting building use _____

Address _____

Phone _____ Email _____

Date(s) of event: _____

Hours of: _____

Room(s) requested: _____

Number of persons expected to attend: (Check one) 1-12 up to 50 up to 100 up to 250
(other comments on number of persons) _____

Tables and chairs needed: (specify number of tables and number of chairs and preferred arrangement)

****NOTE:** If UUCD is asked to supply set-up, take-down, or clean-up, there will be an extra charge.

Will food be served? Yes No If yes, please describe (i.e. coffee and pastries; luncheon; beverages only, etc.)

Who is supplying access to the building and accepting responsibility for set-up, returning the room to its previous set-up, clean-up (including removal of trash from kitchen, social hall, other rooms if used and bathrooms) and checking thermostats, lights off and doors locked before leaving? The room will not be reserved until an individual takes full responsibility for making sure the building is put back in order and secured. Clearly write your name here if you are that person: _____

Phone # _____ **Email:** _____

I have read all the policies governing the use of these facilities. I agree to all of the conditions and in signing this application acknowledge that I have the authority to and do accept responsibility for my group.

Signed _____ Date _____

USAGE FEES

Use of this building naturally results in costs to UUCD for maintenance, insurance, energy and utilities, use of water and paper products, and natural wear on furnishings and floor coverings. At the same time, we want to be supportive of other non-profits in our area when compatible with our principles, mission and vision.

A deposit of \$250 will be required for events using the Social Hall, Sanctuary, or Narthex. The deposit will be refunded if no additional cleaning or repairs are needed after the event.

The following fee levels are for planning events at our building. Additional donations are always appreciated.

\$10.00 per meeting plus \$1.00 per person attending for meetings in the Library or Board Room

\$100.00 per use in the Social Hall, Sanctuary or RE Greatroom plus additional 10% of amounts received from ticket sales for the event.

The Kitchen may not be used unless a trained UUCD member is available to supervise the kitchen. Kitchen rental \$100 per day. At this point our dishes are not available for rental. Caterers who are approved to use the kitchen should bring their own dishes.

A portable microphone system is available for use in the Social Hall. If you need help learning how to use it or set it up, or if you need to use the sound system in the Sanctuary, call Karen Bauman at 525-4119 and arrange to meet with her during the week before the event. Her charge will be \$50 per visit.

You may rent the following equipment:

Tablecloths	\$8 each
Piano or Clavinova	\$ 75
TV/VCR/DVD, Projector, Flip charts and easels	\$15 per item per day

Additional Fees: YOUR ORGANIZATION MAY BE BILLED AT THE DISCRETION OF UUCD:
***\$30.00 will be the minimum charge for opening, closing up and securing the building if a member or friend is not acting as the Building Security person for this event. An additional \$100 minimum plus \$15 per hour will be charged if a custodian must be hired to clean up after your event.

Our Mission-based Rental Policy includes the following ways to use space at UUCD respectfully and responsibly. All Community Affiliated Building Usage is negotiable. Call the office and ask.

UUCD DIRECT SPONSORSHIP

Some events can be best served by connecting with one of our existing UUCD groups or committees. If you would like to explore this possibility, please contact Kathy Stinnett at 724-0308.

BARTER AND OTHER IDEAS

Call and talk to Kathy (724-0308) if you have ideas for how your group could contribute to UUCD in return for using our building for your meetings or events.