FORM to request use of our facilities

Unitarian Universalist Fellowship of Dubuque

UUFD makes its facilities available to local, non-profit organizations at minimal cost in order to contribute to the vitality and strength of our Dubuque community. With this contribution to these non-profit organizations, we only ask that they include us as a sponsor in any of their publicity.

UUFD will attempt to meet requested needs but UUFD events and meetings will take scheduling preference.

Please understand that we do not charge for the utilities, insurance, or normal wear and tear, and we try to keep suggested cleaning and hosting donations reasonable. Any hosting donation to UUFD is in appreciation of the time and presence of our member volunteers.

INSTRUCTIONS:

1. Please complete the page 3 of this form.
2. Read our Restrictions below before completing this form.
3. Donations are only intended to cover cleaning costs and volunteer time.
4. Under "UUFD Member," optionally, please indicate a person involved with your organization that is also a member of UUFD who might serve as our event host. If you do not have such a person, we will supply an event host and fill in the name.
5. Upon completion, deliver pages 3 and 4 to our UUFD Scheduler (addresses at bottom of page 3), who will add your event to our calendar, find a member event host, assign any fees, sign for UUFD, and return the form to the contact person identified.
6. Scheduling is confirmed when you receive the form returned from our UUFD Scheduler.
7. After scheduling is confirmed, we can verify whether parking in the lot just west of our buildings is available.

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RESTRICTIONS:

1. UUFD only allows use of our facilities to non-profit organizations.
2. UUFD cannot allow alcohol, firearms, or open flames to be a part of any event from an unaffiliated group.
3. Events within UUFD must be aligned with our mission and principles which can be found on our website “uudbq.org”.
4. Charging admission fees is prohibited; donations can be accepted.
5. Our facilities must be returned to the arrangement and neatness found initially by the requesting organization.
6. Food and/or non-alcoholic beverages can only be served in, and must remain within, the Fellowship Hall.
7. A donation of up to $75 may be suggested to cover cleaning costs depending on the type and size of the event.
8. Include setup and cleanup times in your requested dates & times.
9. A member of the UUFD will serve as the event host to open our facilities, to be present during your use, and to secure the buildings after the event. If someone associated with your organization is a UUFD member, they can serve as event host — please indicate their name in the FORM where it asks for UUFD member. If that UUFD member is one of your employees or if you do not have a UUFD member in your organization, then we will provide a member as event host and suggest a $25 donation to UUFD for their time. Our event host can decide whether to waive any suggested donation.
10. Cancellation should be made at least three days in advance of event
11. If you will be using more than one of our facilities — Church Sanctuary, Fellowship Hall, Emerson House, or our A/V system, then we may have to assign more than one event host and our suggested donation for these hosts may be adjusted accordingly.
12. There are strict limits on the capacity of our facilities:
    - the Church Sanctuary accommodates up to 75 people
    - the Fellowship Hall accommodates up to 30 people
    - the Emerson House accommodates up to 20 people
13. We cannot guarantee that your media will work successfully with our A/V system. Please allow time in your estimate for a trial run.
14. Movement of pianos may necessitate re-tuning. Please do not move the pianos.

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Unitarian Universalist Fellowship of Dubuque

Requesting Organization:_____

Non-Profit Organization (circle one)? YES NO

Type & Subject of Activity_____

_____

Dates & times
requested:_____

Facilities requested (Circle) :

Church Sanctuary	A/V System	Emerson House	Fellowship Hall

Expected Number of Attendees _____ Public (Y/N)? _____

UUFD Member (event host): _____

I understand and agree that I am, or my organization is, responsible for any damage to UUFD property resulting from this event, ordinary wear excepted.

Contact Initials _____

To the fullest extent permitted by law, the requesting organization agrees to release, indemnify, and hold harmless the Unitarian Universalist Fellowship of Dubuque (UUFD), its trustees, officers, members, employees, and volunteers from any and all claims arising from use of UUFD facilities, except in cases of gross negligence or willful misconduct. This agreement shall be governed by the laws of the State of Iowa.

Primary Contact (print name): _____

Email:_____ Phone: _____

Signature_____ Date _____

Send completed form to our UUFD Scheduler:
Dick Pouzar, pouzar@yahoo.com or 240 Fremont Avenue, Dubuque, IA 52003

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Suggested Donations

For Cleaning? _____
For Hosting? _____
Total Suggested _____

(Check should be made out to “Treasurer, UUFD”, and mailed to OUR UUFD SCHEDULER)

Confirmation

UUFD agrees to reserve the facilities requested above on the dates and times listed above.

Cancellation

UUFD asks that the UUFD Contact listed below be notified at least three days before the reservation of any cancellation of this agreement.

UUFD Contact (print name) _____

Signature _____Date _____

Email:_____ Phone: _____