



Unitarian Universalist Fellowship of Fairbanks
4448 Pikes Landing Road, Fairbanks, AK 99709



Rental/ Building Use Agreement
(please be sure to fill out both sides)

Name of individual or organization: _____

Purpose of Rental: _____

Rental Day(s) and Time(s): _____

Organization member responsible for rental: _____

Mailing address: _____

Phone number: _____

Email Address: _____

Rental Rates (per day)

Space/equipment/service:	Basic rate for Individuals or Organizations	Basic rate for Non-profit or Charitable Organizations	UUFF Member Rates	Applicable Rate
Sanctuary* Sunday – Friday	\$300	\$250	\$150	
Sanctuary* Saturday	\$400	\$300	\$200	
Piano (grand piano in Sanctuary)	\$25	\$25	\$10	
LCD Computer Projector	\$25	\$25	\$25	
Sound System (basic system avail. at no cost)**	\$50	\$50	\$25	
Beatrix Potter Room	\$50	\$50	\$25	
PT Barnum Room (not Kurt Vonnegut room)	\$50	\$50	\$25	
Foyer and Kitchen (alone)*	\$50	\$50	\$25	
Kitchen Rental with Smaller Rooms (if avail.)	\$25	\$25	\$25	
Cleaning and Security Deposit	\$250	\$250	None	
Total				

*Sanctuary rental includes kitchen and foyer. **Basic sound system includes two microphones, one can be handheld.

Member Rates: Members can sponsor events by local non-profit or charitable organizations and get the member rate for those organizations if they accept the responsibility for the event. Members are not required to leave a security deposit.

Recurring Meetings and Classes: for nonprofit or social action groups (1-2 hrs) will have rates negotiated by the UUFF Board of Directors or its designee.

Long Term Rental Agreements: will be negotiated by the UUFF Board of Directors or its designee.

Note: The deposit of \$250 will be returned after the event as long as the building is left in as neat and clean a condition as they found it with all trash removed. UUFF requests separate check or credit card transaction for security/cleaning deposit to ensure easy return of deposit if final inspection so warrants.

Grand Piano: Our grand piano is delicately tuned and an integral part of our services. We ask that only trained pianists play this instrument. You must provide us the name of your pianist for approval to use it.

Sound System: Our sound system is rather complicated; we ask that you designate a trained sound technician if you are using it. A basic sound system, that includes two microphones, is available at no extra cost with the sanctuary rental.

Name of Pianist(s): _____

Name of Sound Technician(s): _____



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_____ I (we) agree to clean the premises immediately following use of the facilities. I (we) will leave the building in a clean, neat condition. I (we) understand that I am (we are) responsible for garbage removal as part of the cleaning process. The security/cleaning deposit will be returned in full if a post-use inspection so warrants. Should I (we) fail to leave the facility in good repair and as clean as when first occupied, I (we) understand the deposit shall be considered forfeited, and partially or wholly retained by UUFF. I (we) will promptly pay to UUFF the costs of any damage that exceeds the security/cleaning deposit. Cleaning will be supervised by and the building will be locked by:

_____ Name of person responsible to supervise cleanup and to lock building after use. _____ Phone Number

_____ I (we) understand this is a no-smoking facility and that smoking will be permitted only in one outdoor area near the provided cigarette receptacle.

_____ UUFF has a valuable grand piano. I (we) agree to limit any use of this piano to trained musicians.

_____ I (we) agree that any permits or licenses necessary for my (or my group's) activities on the premises are my own responsibility, and I (we) will obtain any such permits or licenses prior to such use. All licenses and permits will be posted in plain view during the event. This provision includes, but is not limited to, licenses or permits pertaining to food services. I (we) understand the kitchen may be in use by more than one group unless request for exclusive use has been submitted and approved.

_____ Should I (we) cancel the use of the facility more than 15 days before the scheduled event, rental and cleaning fees will be returned in full. If I (we) cancel less than 15 days before the scheduled time, UUFF will retain half of all monies paid.

_____ I (we) shall assume all risk for any personal property brought onto the premises.

_____ I (we) acknowledge that UUFF does not carry liability insurance naming me as insured for damages, accidents, injuries, or incidents occurring as a result of my use of the premises or my activities off the premises. I (we) agree that I (we) will indemnify and hold the UUFF harmless from any and all claims that may arise from said damages, accidents, injuries, or incidents not otherwise covered by a policy of insurance.

___ Yes ___ No Is it OK for us to advertise this event in our newsletter and weekly announcements?

Unitarian Universalist Association Principles and Purposes:

We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote:

1. The inherent worth and dignity of every person.
2. Justice, equity, and compassion in human relations.
3. Acceptance of one another and encouragement to spiritual growth in our congregations.
4. A free and responsible search for truth and meaning.
5. The right of conscience and the use of the democratic process within our congregations and in society at large.
6. The goal of world community with peace, liberty and justice for all.
7. Respect for the interdependent web of all existence of which we are a part.

I agree to and have initialed the clauses of this agreement. I have read the Unitarian Universalist Association Principles and Purposes, and our use of the building will be consistent with them. I understand the UUFF will not be responsible for any lost, stolen, or damaged items our group may leave in the building.

_____ Printed name of responsible individual or organization member

_____ Affiliation

_____ Signature of responsible individual or organization member

_____ Email address

_____ Date