

**UUFH Facility Use Rental &  
Partnering Policies, Procedures and  
Forms Booklet**

**Unitarian Universalist  
Fellowship of Huntington**

**Revised [date of BoT approval]**

**The Building Use Committee**

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## ***FACILITY USE POLICY & PROCEDURES FOR RENTALS***

### **I. STATEMENT OF POLICY**

It is the policy of the Unitarian Universalist Fellowship of Huntington (UUFH) to make its facilities available (when not otherwise in use for Fellowship activities) to individuals and groups in the community seeking to serve and enrich human life, whether through the arts, education, politics, recreation, business, celebrations, or other activities compatible with the UUFH Mission Statement and its policies.

All users of the facilities shall comply with the *Special Events Facility Use Policy (Addendum A)*.

### **II. DEFINITIONS**

A. FACILITIES: Buildings and the “Great Lawn” area that are on the UUFH property.

B. THE BUILDING USE COMMITTEE :

- a. The Building Use Committee (BUC) is a standing committee that shall review policy, fee schedules, and rental rates for all facility rentals
- b. The Administration & Plant Cluster Coordinator shall recommend to the Cluster Coordinating Council (CCC) the nominee for the BUC chairperson.
- c. The CCC shall approve and appoint the BUC chairperson.

C. THE COORDINATOR OF BUILDING USE:

- a. The Coordinator of Building Use (CBU) shall be appointed by the Board of Trustees of the UUFH with responsibility for the administration of all facilities use requests.
- b. The UUFH Office Administrator may be appointed to act as the CBU.
- c. The CBU will have the following authority and the responsibility to:
  - (1) Negotiate contracts on behalf of the UUFH for single use facility rentals, where a “single use” is defined as the use for a single purpose, e.g., lecture, forum, yoga classes, child day care, apartment rental, etc.
    - Fees listed in the *Schedule of Appropriate Fees (Addendum B)* are not negotiable, unless the reason to do so is supported by good and sufficient reasons that are documented.
    - All applicable insurance coverage needs to be provided by the renter. This is not negotiable.
  - (2) Sign the negotiated contract.
  - (3) Notify the BUC Chairperson or their designee, if a request is received to alter any provision of a signed contract.
    - A provision of a signed contract cannot be altered without the express notification of the BUC chairperson, or their designee.

- The BUC chairperson shall use their judgment as to whether they can approve of the change, or whether it is necessary to convene a BUC meeting to accept or reject the requested change.
  - Any change to the contract must be in writing and signed by all parties.
- (4) Maintain and manage all records and documentation of all rental activities.
  - (5) Keep an up-to-date calendar of all facility rentals.
  - (6) Be the first representative of the UUFH in relations with users and tenants.
  - (7) Work with the Treasurer and/or the Finance Office regarding financial matters relating to all facility use activities.

D. INDIVIDUALS & USER GROUPS:

- a. UUFH FELLOWSHIP MEMBERS, FORMER MEMBERS AND FRIENDS: As defined in the UUFH Bylaws, whereby “immediate family members” is defined as spouse, life partner, parents, children and step-children.
- b. AFFILIATED GROUPS: As defined in the UUFH Bylaws (Article 10.2).
- c. NOT-FOR-PROFIT COMMUNITY GROUPS: Groups not affiliated with the UUFH whose stated mission and goals are in alignment with the mission and goals of the UUFH Community that are non-profit organizations located mainly within the Metro NYC area, but can be from beyond the region.
- d. ALL OTHER INDIVIDUALS, FOR-PROFIT BUSINESSES OR ORGANIZATIONS: Individuals or groups not affiliated with the UUFH whose stated mission and goals are in alignment with the mission and goals of the UUFH Community that are individuals and/or for-profit entities having activities within the Metro NYC area and beyond.

**III. RENTAL POLICIES & PROCEDURES**

- A. All requests for use of UUFH facilities shall be processed in accordance with the *Special Events Building Use Policy (Addendum A)*.
- B. Renters and their guests shall vacate the premises promptly upon completion of the event
- C. Only use of the facility areas assigned and formally approved in the rental contract agreement shall be permitted
- D. Any change to an approved use, requested by a potential user of any rentable UUFH facility, including any potential adjustment of fees, must be communicated promptly to the CBU or, in their absence (i.e., vacation, sickness, leave), the BUC chairperson, before the requested change can be approved.

**IV. USE BY CLERGY:**

- A. The facilities are available for services conducted by any ordained Unitarian Universalist minister with the express knowledge and permission of the current UUFH minister.
- B. Non-Unitarian Universalist clergy may officiate at services, but only with the express knowledge and permission of the current UUFH minister.
- C. For memorial services, a voluntary donation to the UUFH minister's discretionary fund, although not required, would help to support the work of the UUFH.

**V. REQUESTS FOR ONE-TIME FACILITIES RENTAL:**

- A. All potential users must complete an application form for use of the facilities.
- B. This paperwork shall be submitted to and collected by the CBU.
- C. No reservations can be made without the CBU's approval.
- D. All users of the facilities shall comply with the *Special Events Building Use Policy (Addendum A)* whose basic guidelines state:
  - 1. Fellowship members, former members and friends may request use of the facilities for any religious ceremony, including but not limited to weddings or commitment ceremonies, baby dedications, and memorial services:
    - With the exception of memorial services, members shall be given the *Schedule of Appropriate Fees (Addendum B)* so that they can be informed if they choose to make a voluntary donation.
    - A security deposit is required to reserve the space.
    - A custodial fee is required, if deemed necessary.
    - All fees are stated in the *Schedule of Appropriate Fees (Addendum B)*.
  - 2. Fellowship members, former members and friends may request use of the facilities for non-religious events, including but not limited to wedding receptions, private parties, etc.:
    - a. Shall be charged at the rates listed in the *Schedule of Appropriate Fees (Addendum B)*.
    - b. A security deposit is required to reserve the space.
    - c. The custodial fee is required, if deemed necessary.
  - 3. Not-For-Profit Community Groups and affiliated groups may request use of the facilities for various events:
    - a. These groups shall be given the *Schedule of Appropriate Fees (Addendum B)*.
    - b. Requests for other special arrangements must be referred to the CBU for approval.
    - c. The CBU may consult the BUC in those cases that need interpretation of policy.
    - d. A security deposit is required to reserve the space.

- e. The custodial fee is required, if deemed necessary.
4. The minister or any member may recommend to the BUC chairperson donation of rentable space to Unitarian Universalist or interfaith clergy groups, advocacy groups, or Not-For-Profit Community Groups whose mission and goals are consistent with the UUFH mission. Upon receiving such a request, the BUC chairperson may give immediate permission to do so based on guidelines outlined above, or, if not covered by the guidelines, call a meeting of the BUC to decide whether to grant permission.
  - a. Use of the facilities for meetings of such groups will be granted pending permission, as described immediately above, and calendaring.
  - b. When space is donated to these groups, such groups shall be given a ***Suggested Voluntary Donation Letter*** (Addendum C).
  - c. It is the responsibility of the user of the donated space to make arrangements with the CBU to provide an approved on-site supervisor.
  - d. The custodial fee is required, if deemed necessary.
  - e. The user is required to provide insurance for the duration of the event as specified in the ***Special Events Building Use Policy*** (Addendum A).
5. All other Individuals, For-Profit Businesses or Organizations may request use of the facilities for various events:
  - a. Such groups shall arrange events through the CBU.
  - b. Such groups shall follow the ***Schedule of Appropriate Fees*** (Addendum B).
  - c. A security deposit is required to reserve the space.
  - d. It is the responsibility of the user of the donated space to make arrangements with the CBU to provide an approved on-site supervisor.
  - e. The custodial fee is required, if deemed necessary.

**VI. REQUESTS FOR SHORT-TERM RENTALS (LESS THAN ONE YEAR):**

- A. All affiliated groups and potential new renters must complete the ***Application and Rental Contract Form*** (Addendums D and F) for use of the facilities.
- B. All appropriate certification and/or permits shall be submitted at the time of application.
- C. This paperwork shall be collected by the CBU.
- D. No reservations can be made without CBU approval.

**VII. REQUESTS FOR LONG TERM RENTALS (INCLUDING BUT NOT LIMITED TO DAYCARE, COTTAGE AND APARTMENT RENTALS):**

- A. All leases for long-term use of the facilities must be negotiated on an individual basis by the BUC (or designee) and are subject to approval by the Board of Trustees
- B. All renters shall comply with the ***Special Events Building Use Policy*** (Addendum A).

**VIII. TENANT ISSUES:**

- A. All tenants needing to seek recourse in tenant-to-tenant disputes or other problems having to do with facilities, shall address their grievances to the CBU only.
- B. The CBU shall either resolve the issue at-hand based on the *Special Events Building Use Policy (Addendum A)*, or shall refer the issue to the BUC chairperson, who will make the decision based on BUC guidelines, or if none exist concerning the matter at hand, call for a resolution by the entire BUC.

**IX. INSURANCE:**

- A. All renters must provide adequate and appropriate liability and property damage insurance, as deemed necessary by the UUFH's liability insurance company.
- B. All renters must provide a copy of their insurance endorsement listing the UUFH as an additional insured entity on their policy.
- C. The CBU shall make available to any renter, if requested, the terms of the liability and property damage for which they are responsible for any rental contracted.

**Addendum A**  
**Special Events Facility Use Policy**

Addendum (A) Page 1 of 4

**For All Potential Renters of  
Unitarian Universalist Fellowship of Huntington Facilities**

It is the policy of the Unitarian Universalist Fellowship of Huntington (UUFH) to make its facilities (building and “great lawn” grounds) available (when not otherwise in use) to individuals and groups in the community seeking to serve and enrich human life, whether through the arts, education, politics, recreation, business, celebrations, or other activities compatible with the UUFH Mission Statement and its policies.

All requests for use of UUFH facilities shall be processed in accordance with the **Facilities Use Policy & Procedures For Rentals** (Main Document Attached). As noted within this policy:

- Only the facility areas assigned and formally approved in the rental contract agreement shall be used
- Attendees shall vacate the premises promptly upon completion of the event
- Any change in the approved use must be communicated promptly to the UUFH Coordinator of Building Use (CBU), or in their absence, to the BUC chairperson, for consideration and approval, as well as potential alteration of fees.

The following guidelines shall be adhered to when renting the facilities:

**1) Security Deposit:** The renter agrees to be liable for any damage to property of the UUFH facilities during use of the premises for which this application is made, and to compensate the UUFH for all such damage.

- A security deposit based on the UUFH **Schedule of Appropriate Fees** (*Addendum B*) shall be collected at the time of the event is scheduled.
- No event shall be scheduled without the security deposit.
- The security deposit shall go towards covering any expense incurred by the UUFH as a result of inadequate cleaning or damage. In the event that inadequate cleaning or damage caused more expense than the deposit quoted in *Addendum B*, the renter shall be liable for the difference.
- Failure to maintain a smoke-free building shall also result in forfeit of deposit.
- After the premises have been inspected and approved, and all applicable charges covered, the security deposit (or remaining balance) shall be returned.

**2) Payment Schedule:** Payment in full must be received no later than 15 days prior to the date of the event. If payment in full is not received by that time, the renter shall forfeit the security deposit and the scheduled date of the event.

- All checks shall be made out to:

**The Unitarian Universalist Fellowship of Huntington**

Checks can be mailed or dropped off at:  
The Administration Office  
109 Brown’s Road  
Huntington, NY 11743

**Addendum A**  
**Special Events Facility Use Policy**

Addendum (A) Page 2 of 4

- 3) Insurance:** The renter shall provide a Certificate of Insurance listing the UUFH as the named additional insured, guaranteeing liability and property damage insurance with respect to the event for which the application is made.
- The liability limits and extent of coverage shall conform to the previous section of this policy.
  - A copy of the Certificate of Insurance shall be provided to UUFH along with the final payment.
  - Any questions regarding how to obtain such a certificate may be addressed to the CBU (See Item #11 below for further coverage requirements).
- 4) Clergy:** In adherence to standard practices of courtesy of the pulpit, UUFH facilities are available for services conducted by any Unitarian Universalist minister in good standing, or other clergy with the permission of the settled minister of the UUFH.
- In the event there is no settled minister at the UUFH when the event is being scheduled, the President of the Board of Trustees must approve the clergy use of facilities.
- 5) Publicity:** The following must be adhered to:
- The UUFH name shall not be used as the sponsoring organization in any advertising or promotional literature for an event, unless it is an official UUFH event.
  - The UUFH phone number shall not be listed as the contact number for further information regarding an event, unless it is an official UUFH event.
  - Under no circumstances may the UUFH be listed as a sponsor for any event conducted by a political party or for a specific candidate where such sponsorship might be deemed to constitute an endorsement.
- 6) Restoration of Premises:** Upon completion of the event, the premises and all equipment shall be restored to the same condition as specified in the rental agreement.
- No furniture or other equipment shall be moved unless agreed upon in the rental agreement.
  - Should damage to property of the UUFH occur, the renter assumes full financial responsibility for any repairs required to restore facilities or equipment to their original condition.
  - Decorations or other materials may be placed on windows and walls only with materials that do not damage or mark such surfaces.
  - All decorations and mounting materials must be removed at the conclusion of the event.
- 7) Facilities Used:**
- Use of the premises is restricted to only those indoor and outdoor facilities and those times specified in the rental agreement.
  - Use of the facilities must be terminated at the agreed upon time to accommodate the UUFH member responsible for closing and securing the facilities at the conclusion of the event.
  - Late departures shall result in the forfeit of part, or all, of the security deposit.

**Addendum A**  
**Special Events Facility Use Policy**

Addendum (A) Page 3 of 4

**8) Equipment Used:**

- Renters may be granted permission to use the **piano** at an additional charge as stated in the rental agreement.
- Renters may provide their own **audio/visual equipment**.
- The UUFH's public announcement (PA) system, audio/video equipment, and lighting equipment may also be rented at an additional charge as stated in the rental agreement.
- A UUFH Sound Committee member, or trained person authorized by the Sound Committee, shall be present during the event to supervise the use of UUFH PA, audio and video equipment, as determined in the rental agreement.

**9) Care of Facilities:**

- Renters should be particularly cautious with food and beverages to avoid spills on the carpets:
  - a. If spills do occur, they are to be immediately wiped up.
  - b. Damage to carpets shall lead to forfeit of the security deposit.
- Absolutely NO food or beverages are to be placed on the piano.
- Candles may be used only with permission.
  - a. NO exposed candles are to be used. They must ALL be in glass enclosures.
  - b. Any decorations used near candles must be fireproof.
  - c. Precautions must be taken to prevent candle wax damage to carpets, walls, equipment, furniture, or fixtures.
- Birdseed may be thrown at weddings outside the building only (no rice or confetti are permitted at any time indoors or outdoors).

**10) Use of Kitchen:** The kitchen facilities are available for use, if agreed upon in the rental contract.

- Use of the kitchen includes use of all equipment and appliances.
- Renters must supply their own:
  - a. Food and beverage products, including coffee, tea, sugar, cream, etc.
  - b. Tablecloths and napkins.
- All kitchen items belonging to UUFH are to be properly washed and stored
  - a. Instructions for use of the dishwasher are posted in the kitchen (on the dishwasher).
- All garbage is to be removed from the premises and placed in the dumpster outside the kitchen door.
- All kitchen surfaces are to be sanitized.
- All spills are to be wiped up from the floor.
- Any food temporarily stored in refrigerators must be removed at the end of the event.

**11) Alcoholic Beverages:** No alcoholic beverages may be served without prior permission from the CBU.

- If a bar is set up, the bartender and/or caterer is responsible for providing protection around the work and serving area
- All applicable state and local laws shall be observed
- "Host Liquor Liability Insurance" must be provided.

**Addendum A**  
**Special Events Facility Use Policy**

Addendum (A) Page 4 of 4

- 12) Smoking Policy:** Absolutely no smoking is permitted indoors at any time. Smoking is permitted outside the building only.
- Smokers are required to dispose of lit cigarettes or cigars in the outdoor receptacles provided for that purpose.
  - Failure to maintain a smoke-free building shall result in forfeit of the security deposit.
- 13) Animals:** Only animals providing assistance to individuals with special needs are permitted in the building or on any portion of the property, except in specific cases previously agreed upon in the rental agreement.
- 14) Noise:** Out of consideration for our tenants and neighbors, noise levels must be kept within acceptable limits at all times in accordance with local ordinances.
- 15) Emergencies:** In the event of an emergency, contact **911** immediately.
- A building plan with the location of all courtesy phones, emergency exits, fire extinguishers, first aid kits and public restrooms shall accompany the rental agreement
  - These plans are also found posted throughout the premises.
- 16) Use of Copyrighted Intellectual Property:**
- Any use of copyrighted intellectual property (e.g., movies, videos, DVDs, music recording, sheet music, etc.) employed by the renter, shall follow the rules for use by non-profit or commercial organizations, as applicable.
  - The renter must comply with all royalty laws.
  - The UUFH takes no responsibility for any breach of intellectual property laws.
  - The renter shall hold harmless the UUFH in any such event.

***Addendum B***  
***Schedule of Appropriate Fees***

**UUFH REGULAR SCHEDULE OF FEES**  
(Spaces Available Are Listed Below)

**Memorial Services and Baby Dedications**

	<b>Main Hall</b>	\$125 per hour
	Services (custodial fee)*	\$120
	Security Deposit	\$100
	On-Site Supervisor	\$25 per hour

**Wedding and Commitment Ceremony Only**

	<b>Main Hall, Gallery</b> (includes rehearsal time, if available)	\$400
	Services (custodial fee)*	\$120
	On-site supervisor	\$100
	Security Deposit	\$120

**Receptions, Parties, Meetings, Etc.**

	<b>A. With meal service including kitchen - (7) seven hours</b>	
	<b>B. Without meal service - kitchen for beverage and snack service only - (5) five hours</b>	
<b>A. - Fees *</b>		<b>B. - Fees *</b>
\$960	<b>1. Main Hall, Social Hall, Gallery</b>	\$660
\$150	Services (custodial fee)*	\$120
\$25 per hour	On-site supervisor	\$25 per hour
\$250	Security Deposit	\$250
\$840	<b>2. Main Hall, Gallery</b>	\$540
\$100	Services (custodial fee)*	\$120
\$25 per hour	On-site supervisor	\$25 per hour
\$250	Security Deposit	\$250
\$540	<b>3. Social Hall</b>	\$360
\$120	Services (custodial fee)*	\$120
\$25 per hour	On-site supervisor	\$25 per hour
\$125	Security Deposit	\$125
N/A	<b>4. Gallery</b>	\$120
	Services (custodial fee)*	\$120
	On-site supervisor	\$25 per hour
	Security Deposit	\$75
	<b><u>Outside Areas</u></b>	
\$800	<b>Great Lawn</b>	\$600
\$120	Services (custodial fee)*	\$120
\$25 per hour	On-site supervisor	\$25 per hour
\$200	Security Deposit	\$200

***Addendum B***  
***Schedule of Appropriate Fees***

See next page for **Other Rental** possibilities

Page 2 of 2

<b><u>Other</u></b>		
<b>Classrooms</b>	-- One-time use, non-members, maximum 3 hrs	\$60
	-- Multiple-weeks use, non-members, maximum 3 hrs	\$50
	-- Multiple-weeks use, members, maximum 3 hrs	\$40
	-- Note: Services must be provided by renter	
	Security Deposit	\$50

**Notes:**

- 1) \* UUFH Members will be charged 1/3 of rental fees.
- 2) \* Certain Not-For-Profit Organizations, as predetermined by the BUC, will be charged 1/2 of rental fees **ONLY**.
- 3) UUFH Members will **not** be charged the full fees for Weddings, Baby Dedications or Memorial ceremonies, but will be referred to the above *Schedule of Appropriate Fees (Addendum B)* so that they can be informed of the normal rates if they so choose to make a voluntary donation.
- 4) Wedding coordinator for rehearsal and event: \$25/hr., minimum 4 hours.

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*Addendum C*  
*Suggested Voluntary Donation Letter*

Month, Date, Year

To our Not-For-Profit Organizations,

We enjoy hosting groups such as yours at the Unitarian Universalist Fellowship of Huntington (UUFH) located at 109 Browns Road, Huntington, NY, and hope to be able to continue supporting your organization into the future. However, while reviewing our operating budget, we became increasingly concerned by the expenses associated with providing space to outside organizations for meetings, rehearsals and other uses.

As you are probably aware, UUFH is wholly supported financially by the donations of its members and friends. We would like to continue to provide comfortable and adequate facilities for organizations, but need your help in collecting funds to offset some of our expenses.

Although not required, it is our hope that by collecting \$2 to \$5 per person per event, your donation can help to defray some of our operating costs and allow us to continue making our premises available to groups such as yours. We want you to know we appreciate any contribution your group can make. Thank you for your attention to this matter.

In fellowship,

The Unitarian Universalist Fellowship of Huntington, NY

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President of the Board of Trustees

**FACILITIES USE / RENTAL INFO  
TO GET FROM RENTER**

- IF ANYONE CALLS WITH A FACILITY USE /RENTAL REQUEST, ASK THEM THE QUESTIONS ON THE ATTACHED FORM. GETTING AS MUCH OF THE MAJOR INFORMATION AS YOU CAN.
  
- PLEASE GO CHECK THE CALENDAR AND THE SIDE BOARD IN THE OFFICE, AND SEE IF THE DATE IS AVAILABLE. IF IT IS, TELL THE RENTER THE DATE SEEMS FINE, BUT THAT YOU WILL HAVE THE “COORDINATOR OF BUILDING USE” (USUALLY THE UUFH OFFICE ADMINISTRATOR) GET BACK TO THEM ABOUT THE DETAILS AND FEES.
  
- ASK, WHEN WOULD A GOOD TIME BE TO SPEAK WITH THEM? MAKE SURE YOU HAVE THEIR TELEPHONE NUMBERS AND EMAIL ADDRESS.

CALLER NAME: \_\_\_\_\_

CONTACT TELEPHONE NO.: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_

PERSON HANDLING CALL: \_\_\_\_\_

DATE OF CALL: \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Addendum D*  
*Rental Application Form*

**UUFH FACILITY USE  
RENTAL APPLICATION FORM**

DATE: \_\_\_\_\_

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NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

CONTACT PHONE # DAY: \_\_\_\_\_ EVENING: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_

DATE(S) NEEDED: \_\_\_\_\_ TO: \_\_\_\_\_

TIME NEEDED (IN HRS): \_\_\_\_\_ START TIME: \_\_\_\_\_ AM/PM  
CIRCLE CHOICE

# OF GUESTS: \_\_\_\_\_

EVENT: \_\_\_\_\_

**SPACE NEED – CHECK ALL NEEDED:**

MAIN HALL: \_\_\_\_\_

GALLERY: \_\_\_\_\_

SOCIAL HALL: \_\_\_\_\_

KITCHEN: \_\_\_\_\_

CLASSROOM: \_\_\_\_\_ HOW MANY?: \_\_\_\_\_

“GREAT LAWN” AREA: \_\_\_\_\_

SETUP/CLEANUP NEEDED: \_\_\_\_\_

CATERER: \_\_\_\_\_

CALENDAR AVAILABILITY CHECKED: \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_

Submit to: Office Administrator

Phone: (631) 427-9547

Fax: (631) 423-1504

Email: [uufhoffice@optonline.net](mailto:uufhoffice@optonline.net)

If unavailable, call **Susan Peters**, (BUC Chairperson) (631) 425-4667

*Addendum E*  
*Sample Cover Letter for Rentals*

Month, Date, Year

Name  
Organization  
Address  
City, State ZIP

Dear (insert name):

Enclosed, please find two (2) copies of our formal rental agreement contract for rental of our facilities on (insert date here) along with our Special Events Building Use Policy and Facility Checkout Form.

Please read the contract over carefully and verify that all the information contained therein is correct. After doing so, please sign both copies of the contracts. Return one (1) to me in the enclosed envelope. Keep the other for your records.

Please note: We must be provided with an insurance certificate (from your caterer, if you have a caterer) naming the UUFH. You will also be the on-site supervisor and you will be responsible for all set up and clean up. We need to discuss arrangements for the piano and sound system.

We have received your (insert security deposit \$xxx.xx amount here). This security deposit will be refunded to you 2 to 3 weeks after the event in accordance with the conditions of your contract. Your final payment will be due by (insert date here).

If I can be of any further service to you, please do not hesitate to contact me. I can be reached at (631) 427-9547.

Very truly yours,

Unitarian Universalist Fellowship of Huntington  
Office Administrator &  
Coordinator of Building Use  
109 Brown's Rd  
Huntington, NY 11743

*Addendum F*  
**Contract for Facilities Use**  
**UNITARIAN UNIVERSALIST FELLOWSHIP OF HUNTINGTON**  
 109 Browns Road, Huntington NY 11743  
 Tel: (631) 427-9547 Fax: (631) 423-1504

**CONTRACT FOR FACILITY USE**

DATE:

NAME OF APPLICANT:

TEL.

ADDRESS:

DATE(S) OF USE:

TIME(S) OF USE:

PURPOSE OF USE:

EXPECTED ATTENDANCE:

ADMISSION CHARGE:

**SPACE(S) DESIRED:**

- MAIN HALL
- SOCIAL HALL
- GALLERY
- KITCHEN
- CLASSROOM(S)
- ROOM AT THE TOP
- "GREAT LAWN"
- OTHER: \_\_\_\_\_

**RENTAL FEE:**

- FOR USE OF SPACE \$
- SERVICE FEE \$
- OTHER: \_\_\_\_\_ \$
- TOTAL FEES \$
- SECURITY DEPOSIT \$
- TOTAL DUE \$

ALL FEES MUST BE RECEIVED BY:

**ADHERENCE TO THE SPECIAL EVENTS FACILITIES USE POLICY (ADDENDUM A)**

- All requests for use of UUFH facilities will be processed in accord with Board policy. Only the area(s) assigned and formally approved will be used. Attendees will vacate Fellowship property promptly upon scheduled completion of the event. Any desired change in the approved use must be communicated promptly to the Coordinator of Building Use (CBU) for consideration and approval.
- The user organization agrees to be liable for any damage to property of the Fellowship during use of the premises for which this application is made, and to compensate the Fellowship for all such damage.
- Lessee shall provide a Certificate of Insurance in the name of the UUFH guaranteeing liability and property damage insurance with respect to the event for which application is made. A copy of the Certificate of Insurance shall be provided to the CBU along with the security deposit. If liquor will be on the premise, the lessee shall provide a "Host Liquor Liability Insurance Certificate".

**SMOKING IS NOT ALLOWED IN THE BUILDING**

I hereby agree to the Special Events Facilities Use Policy and accept responsibility for the above named applicant.

Signature of Applicant: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Applicant Organization: \_\_\_\_\_ Tel. (Day): \_\_\_\_\_

Address: \_\_\_\_\_ Tel. (Eve): \_\_\_\_\_

Application Approved: Yes  No

Signature of Coordinator of Building Use (CBU): \_\_\_\_\_

Deposit Received: Amount \$ \_\_\_\_\_ Date \_\_\_\_\_ Not Received – Send ASAP

Insurance Certificate Received: Yes  No  Not Required  Required – Send ASAP

*Addendum H*  
*Sample Partnering Letter*

**Unitarian Universalist Fellowship of Huntington**

FACILITY CHECKOUT FORM

Please complete and check-off all items appropriate for the room(s) assigned to you. If you are the last group out of the building, be sure to include restrooms in your area checkout.

Name/Group: \_\_\_\_\_

Room(s) Used: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_ Time: \_\_\_\_\_

- \_\_\_\_\_ Cleanup – (1) Room(s) is/are orderly and as clean as it was before your event; (2) chairs and tables put away. (3) Trash containers should be empty.
- \_\_\_\_\_ Heat/Air Conditioning/Fans – (1) Blowers in Social Hall and Kitchen are turned off. (2) A/C set to “unoccupied” temperature. (3) Fans are unplugged.
- \_\_\_\_\_ Windows – (1) Lock all windows.
- \_\_\_\_\_ Kitchen – (1) Clear-off counters. (2) Turn off stove burners and ovens. (3) Coffee pots need to be emptied, washed and returned to the pantry. (4) Make sure all counters, sinks, stove are cleaned. (5) Make sure dishes that have been used have been washed, dried and put away. (6) Take trash to the dumpster (located outside kitchen door along the parking lot curb). (7) Sweep all floors and mop up any spills. (Brooms, mops and plastic bags are in the Maintenance Room at end of Kitchen hallway).
- \_\_\_\_\_ Pantry – (1) Lock the pantry door. (2) Deposit pantry key in the plastic holder on the Office door.
- \_\_\_\_\_ Lights – (1) Turn off all inside lights.
- \_\_\_\_\_ Doors – (1) Double-check that *all* outside doors are locked and firmly closed. (2) All inside red fire doors need to be closed.
- \_\_\_\_\_ Restrooms – (1) All restrooms are vacated, lights out and no toilets are running. (2) All trash removed from trash containers and emptied into the dumpster.

I have completed all items checked off above for the room(s) used by the group cited above. The checkout was completed on the date shown above.

\_\_\_\_\_  
*Responsible person's signature*

**Please leave this in the plastic holder on the Office door before leaving the premises along with the pantry key.**

Comments Welcomed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Addendum H*  
*Sample Partnering Letter*

[date]

Name  
Organization  
Address  
City, State Zip

Dear (insert name):

The Unitarian Universalist Fellowship of Huntington is pleased to host your organization, (insert name of organization).

Although the rental rate for a community organization with an extended commitment would be \$(insert amount) per night, we are donating the use of our social hall to you. To do so, we need to know in advance of any future dates so that we can arrange Fellowship's schedule accordingly.

Enclosed you will find a copy of our Rental Policies along with 2 copies of our Rental Agreement. Please sign both and return one with you deposit.

The security deposit fee of \$(insert amount) will be returned to you 2 to 3 weeks after your final use of our building.

Please read the enclosed letter in which we are suggesting some minimal support so that we may be able to continue to support your organization in the future.

Sincerely,

Unitarian Universalist Fellowship of Huntington  
Office Administrator &  
Coordinator of Building Use  
109 Brown's Rd  
Huntington, NY 11743  
Tele: (631) 427-9547