



Section One (1): Cover Page

This Section for Staff Use Only

Rental/Use is:	Approved as is				
	Approved if the following conditions are met:				
	Denied due for the following reason(s):				
All signatures completed?	Yes	No	Other:		
Certificate of Insurance?	Yes	No	Not Required	Other:	
Licenses?	Yes	No	Not Required	Other:	
Deposit(s)?	Yes \$ _____	No	Other:		
Payment(s)?	Yes \$ _____	No	Not Required	Other:	
Further steps to be taken and by whom:					
Contacted applicant via	Phone		Email		Letter
	Date Call Made:		Date Email Sent:		Date Letter Mailed:
	Date of Confirmation from Applicant:		Date of Confirmation from Applicant:		Date of Confirmation from Applicant:
Staff Name			Staff Signature		



THE UNITARIAN UNIVERSALIST CHURCH OF BUFFALO
695 ELMWOOD AVENUE | BUFFALO, NY 14222
716-885-2136 | WWW.BUFFALOUU.ORG
THE REVEREND JOAN MONTAGNES, MINISTER

FACILITY USE AT UUCB

Please note: a large print version of this application is available through the UUCB office.

Section One (1): Cover Page

Section Two (2): UUCB Mission Statement and Values

Section Three (3): Rites of Passage

Section Four (4): Facility Use Fees

Section Five (5): Facility Use Policies

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Section Two (2): UUCB Mission Statement and Values

Our Mission Statement

Affirmed by the Congregation on September 30, 2012

Gather. Inspire. Transform.

We gather in loving community, inspiring one another to transform ourselves, to create a more just and compassionate world.

Outcomes Statement

Adopted by the UUCB Board of Trustees November 2012

Gather: Building on our past, caring for the present and leading into the future with hope and generosity,

- The blessings of our living community are celebrated in all the ways we gather
- People of all ages and identities who come through our doors are actively welcomed
- People are encouraged to connect to the church in multiple ways
- Support and pastoral care are given and received in times of personal need and celebration

Inspire: Recognizing the blessings in ourselves, others and the world,

- Our spiritual environment provides meaningful ways to address life's challenges and mysteries
- Word and music, buildings and grounds, provide inspiration, continuity and connection to our heritage
- The opportunity is offered to hear and appreciate differing religious paths
- Insightful, provocative messages open us to transformation

Transform: Understanding that the transformative power of our faith has significant far-reaching impact,

- A Unitarian Universalist identity is cultivated in our children, youth and adults
- Our time, talent and treasures are given freely to ourselves, each other and our community to promote a better world
- Unitarian Universalist values are modeled and promoted in the church and to the wider community



Unitarian Universalists:

- Come from many diverse backgrounds and beliefs, and people of any denomination, race, sexual orientation and age are welcome.

We don't adhere to one single creed or doctrine, but we have agreed to uphold and promote certain principles in how we want to be with one another, and in the wider world.

While we draw motivation from the world's great faith traditions, we also look to many other sources for knowledge, guidance and inspiration.

We encourage open and responsible development of our individual spirituality and conscience.

We believe religious wisdom and spiritual insights are an ongoing process.

We come together to share our passions and resources in order that we may build a better life for ourselves, our community and our world.

Through worship, programs, classes, social events and outreach we cultivate our values and put our faith into action in our social justice work.

UUCB is:

- A **Welcoming Congregation:** We ask our state and nation to give equal rights to everyone. Being welcoming means striving for radical inclusion and creating spaces that honor every part of our identities, backgrounds, and experiences. For instance, we strongly supported the movement for equal access to marriage for all couples, both straight and gay.

A **Nuclear-Free Zone:** Our congregation has taken a stand against the use of war and violence as a political tool. During the Vietnam War, our church provided Sanctuary to draft-resisters.

A **Smoke-free environment:** Our congregation encourages behaviors that keep our bodies healthy and our minds clear and curious. Our ethical principles call us to leave our world and environment in better shape than we received it.

A Supporter of a **Woman's Right to choose** birth control or abortion.



Our Sponsored Ministries and Outreach (List not all encompassing)

- Lifespan Faith Development
- Covenant Groups
- Racial Justice
- Music
- Access and Inclusion
- Lay Pastoral Care
- Earth Ministry
- Family Promise
- Food not Bombs
- Share-the-Plate

Section Three (3): Rites of Passage

- 1. For Members, Rites of Passage (Child Dedications, Weddings, Funerals and Memorials) are official church events and not subject to building rental prices. For non-members, rental prices apply.**
- 2. These events are subject to the same building use rules as all other events.**
- 3. Please review the separate fee structure for these services and fill out the separate applicable form(s).**

Section Four (4): Facility Use Fees

Deposit (Also see Section Five: Facility Use Policies)

A \$30 deposit is required for all events (excluding events involving the kitchen, where the deposit will be \$50) which will be kept as a cleaning fee if staff must spend more than 15 minutes cleaning after an event or if a meeting runs over both the booked time and the complimentary 30 minutes buffer time. If damage to property is incurred beyond the deposit amount, the renter will be billed for the difference.

Fees

Regardless of any of the following statuses, for any event where a UUCB staff member is required to commit overtime, the renting person(s)/organization are required to pay at least the minimum amount required to cover those minimum costs.

- **One hour of staff overtime: \$50**



UUCB recognizes that as a city with a high poverty rate, to be equitable means to ask for different contribution rates: *"From each according to their ability, to each according to their needs."*

With that in mind, UUCB uses a Sliding Scale Fee Structure for our rentals.

This sliding scale is based on an honor system- proof of salary/organizational budget is not required.

Please review the following information on our Sliding Scale Fee Structure:

1. Church sponsored/Ministry sponsored events: free
2. For staff and members in good standing- 50% discount on the standard baseline hourly room rental rate
 - a. (Social, racial, economic, environmental, etc.) Justice-oriented events sponsored by staff or a member: pay what you can/pass the hat
 - o We suggest using a donation of at least \$10 per hour per recurring event or at least \$20 per hour for one-time events as baseline guidelines.
3. For non-profits with 501c3 designation that are in line with our mission
 - a. With budgets less than 250K- 50% discount on the standard baseline hourly room rental rate applies
 - b. With budgets above 250K: 40% discount on the standard baseline hourly room rental rate applies
4. For justice-oriented non-formalized groups that are in line with our mission
 - b. With budgets \$0-999: pay what you can/pass the hat
 - o We suggest using a donation of at least \$10 per hour per recurring event or at least \$20 per hour for one-time events as baseline guidelines.
 - a. With budgets of \$1000-9999: 50% discount
 - b. With budgets \$10K and above: 30% discount
5. Musical Performances, rehearsals and recitals
 - a. Please refer to the above guidelines and our standard pricing. If your organization falls under the category of Member-Sponsored, 501c3 or justice-oriented non-formalized group, you may use those discount rates.
 - b. Alternatively, if offering a split of the door instead of a standard rental, we ask a minimum contribution of at least \$35 per hour plus 15% of the door (non-Sanctuary spaces) or \$50 per hour plus 20% of door (Sanctuary).

Standard Baseline Hourly Room Rental Rates apply to all other groups.



Standard Baseline Room Rental Rates:

Sanctuary (Legal Capacity 450):

- a. One-time event: \$150 per hour up to three hours, \$165 each additional hour
 - b. Recurring events: \$100 per hour up to three hours, \$115 each additional hour
2. Parish Hall (Legal Capacity 260):
- a. One-time event: \$110 per hour up to three hours, \$125 each additional hour
 - b. Recurring event: \$75 per hour up to three hours, \$90 each additional hour
3. Alliance Room (Legal Capacity 82):
- a. One-time event: \$75 per hour up to three hours, \$90 each additional hour
 - b. Recurring event: \$50 per hour up to three hours, \$65 each additional hour
4. Kitchen Only (Approx Capacity 15-20):
- a. One-time event: \$50 per hour up to three hours, \$40 each additional hour
 - b. Recurring event: \$20 per hour up to three hours, \$35 each additional hour
5. Kitchen as supplemental space (example: renting the Parish Hall for dining and need the Kitchen for food prep and storage)
- a. One-time event: \$30 per hour up to three hours, \$20 each additional hour
 - b. Recurring event: \$10 per hour up to three hours, \$18 each additional hour
6. Community Room (Approx Capacity 10):
- a. One-time event: \$30 per hour up to three hours; \$45 per hour each additional hour
 - b. Recurring event: \$20 per hour up to three hours, \$35 each additional hour



7. Marjorie Gardner Room (Approx Capacity 15-20)
 - a. One-time event: \$40 per hour up to three hours and \$55 each additional hour
 - b. Recurring event: \$25 per hour up to three hours and \$40 each additional hour
8. Second Floor Classrooms:
 - a. *Please note that these classrooms ordinarily are set up for nursery, day care, and young childhood classroom use.*
 - b. These rates apply to all Second Floor Classrooms:
 - i. Add additional 10% to standard NPO discounts
 1. *This discount is due to the nature of these classrooms as child care spaces not ordinarily conducive for meeting spaces.*
 - ii. One-time event: \$20 per hour up to three hours and \$35 each additional hour
 1. *As an example of the above discount, for NPOs with budget less than 250K, this calculates to 60% off the standard rate, or \$8 per hour up to three hours and \$14 each additional hour*
 - iii. Recurring rates: \$15 per hour up to three hours and \$30 each additional hour
 - c. Room Capacities:
 - i. Fahs Room (Approx Capacity 15-20)
 - ii. Potter Room (Approx Capacity 10-15)
 - iii. Anthony Room (Approx Capacity 10-15)
 - The Anthony Room is not free
 - iv. Emerson Room (Approx Capacity 10)
 - The Emerson Room is not free
9. Basement Classrooms and McCann Library:
 - a. ***Please note that our basement classrooms are undergoing renovation.*** *Further, our basement is not fully accessible and those with mobility impairments may have difficulty navigating these spaces. UUCB suggests walking through these classrooms to determine if these rooms would be appropriate for your event.*
 - b. These rates apply to all Basement Classrooms and the McCann Library.
 - i. Pay what you can for non-profits
 - ii. Other one-time events: \$15 per hour up to three hours and \$30 for each additional hour
 - iii. Recurring rates: \$10 per hour up to three hours and \$25 for each additional hour
 - c. Room Capacities:
 - i. McCann Library (Approx Capacity 8-10)



- ii. Priestly Room (Approx Capacity 25-30)
- iii. Blackwell Room (Approx Capacity 15-20)
- iv. Clara Barton Room (Approx Capacity 10-15)
- v. Ballou Room (Approx Capacity 10-15)
- vi. *Presently off limits for renovation: Youth Room*

Section Five (5): Facility Use Policies

This policy applies to all uses of church facilities and all renters- both members and non-members will need to submit a complete signed contract to use the facility.

Some facility uses will require temporary licensing and a Certificate of Liability.

Weddings, memorials, funerals, and child dedications are services of worship and therefore official church functions. These functions do not require licensing or a Certificate of Liability.

Please review all the following policies.

1. The activities of the applicants, both inside and outside of the church, must not conflict with the general goals, values and mission of the church. Permission to use the church facilities does not mean that the church endorses any organization or individual.
 - a. Please see Section One for UUCB's values and mission.
2. Hours of use must not conflict with activities and programs of the church. **The church reserves the right to withdraw or modify a previously granted permission in the event that the space in question is needed for a church activity.** In such cases, the user will be given as much advance notice as possible.
 - a. Priority of Use
 - Priority One: UUCB Rites of Passage or other programs or activities
 - IE, Weddings, memorials, Sunday Services, Religious Education
 - Priority Two: UUCB sponsored groups and programs
 - IE, events of UUCB Sponsored Ministries and Outreach
 - Priority Three: UUCB member justice-oriented events
 - IE, member and staff rentals for organizations
 - Priority Four: All other UUCB member events
 - IE, member birthday parties
 - Priority Five: Non-church related non-profit community groups (501c3 not required)
 - Priority Six: All other non-church related community groups



3. Each application must be approved by the Administrator of Facilities & Communication or the minister. The Board has the authority to revoke or amend all agreements.
4. No event or activity may be conducted until posted to the official UUCB master calendar and all necessary fees have been paid.
 - a. The Administrator manages the master calendar and coordinates payments; payments may be left with the Bookkeeper if a note confirming payment is additionally left for the Administrator.
5. A deposit is required for **all** events:
 - a. For events which do not require the kitchen, this deposit is \$30
 - b. For events which use the kitchen, this deposit is \$50. Please see *Section Eleven* for full kitchen policy.
 - c. PLEASE NOTE: if UUCB staff must devote more than 15 minutes to clean up time after an event, this deposit will be revoked, and the applicant may be denied future bookings at UUCB.
 - d. Deposits will be returned within four weeks after an event if not revoked due to policy violation.
6. Any event may be reserved up to twelve months in advance and must be made at least 15 days in advance.
7. If a one-time event needs to be cancelled, it must be canceled at least one week in advance.
 - a. A \$30 (standard deposit) or \$50 (kitchen standard deposit) fee will apply for any one-time event cancelled within 7 days.
8. UUCB will give all users a complimentary period of 30 minutes prior to an event start time as a buffer for set-up time free of charge. If additional time is required for set-up, UUCB asks that applicants state as such prior to the event and arrange details with the UUCB Admin and Gatekeeper; the charge for this extra time for set-up will be at 50% of the rate the applicant(s) is charged at.
 - a. IE, if an applicant is charged a rate of \$110 per hour, and needs more than 30 minutes for set-up, they will be charged at a rate of \$55 per hour for the additional set-up time.
 - b. PLEASE NOTE: The Gatekeeper will manage set up of chairs and tables. If you or volunteers at your event would like to assist, please speak with the Gatekeeper or Administrator of Facilities and Communication prior to assisting. Assistance is greatly appreciated for set-up and takedown of chairs for groups of 10 or more.



9. Similarly, Users will be granted 30 minutes after an event ends free of charge as a buffer period clean-up/take down time. If additional time is required for clean-up/takedown, UUCB asks that applicants state as such prior to the event and arrange details with the UUCB Admin and Gatekeeper; the charge for this extra time for clean-up will be at 50% of the rate the applicant(s) is charged at.
 - a. IE, if an applicant is charged a rate of \$110 per hour, and needs more than 30 minutes for clean-up, they will be charged at a rate of \$55 per hour for the additional clean-up time.
 - b. PLEASE NOTE: The Gatekeeper will manage set up of chairs and tables. If you or any volunteers at your event would like to assist, please speak with the Gatekeeper or Administrator of Facilities and Communication prior to assisting. Assistance is greatly appreciated with set-up and take down of chairs for groups of 10 or more.
 - c. PLEASE NOTE: if an event runs over the allotted event time and complimentary buffer time without prior arrangement, the deposit may be revoked, and the event may risk disrupting other facility users.
10. Only facilities and activities listed by the applicant in *Section Seven (7): Facility Use Plan and Application* portion shall be used and only by the listed user.
11. Users may not make any additions or alterations to the premises. Materials, such as decorations, signs, posters, etc. may be hung, but must be hung with painter's tape to prevent damage and with permission from UUCB staff. Painter's tape is available in the office. Users are strongly encouraged to use church bulletin boards when possible. **Hanging materials from the ceiling or from the woodwork is not permitted.**
12. **Users will leave facilities and equipment in the same condition and in their proper place as they were found upon arrival. Repair or replacement of damage is the responsibility of the user. Partial or full deposit may be withheld in the event of damage or if the space is left in a state of disarray.**
13. **The applicant agrees to indemnify and hold the church harmless of all loss or damage resulting from or to any use by the applicant or anyone acting for, by, or with the applicant, including the applicant's agents, servants, employees, guests (whether invited or not), co-sponsors, participants, or other persons or entities in any way related to applicant's activities. Such indemnity shall include payment of any attorney's fees incurred by the church.**
14. Facility users for some events, such as events involving our kitchen or events with over 25 attendees, may be asked to provide a Certificate of Liability insurance naming UUCB as an "additional insured" in the amount of at least



\$1,000,000 or larger sum. Insurance companies will usually add such a rider to homeowners at little or no cost to policyholders.

- a. One-time family events of church members are exempt from this provision.
- b. Weddings and funerals are official church functions and do not require a certificate.

15. The UUCB will not assist with sales or ticket-taking for the event.

16. Please see *Section Ten (10)* for our Wi-Fi Policy.

17. Please see *Section Eleven (11)* for our full kitchen policy.

18. No food or drinks are allowed except in designated areas.

19. Non-members may not serve alcohol. Members may serve alcohol IF they are not selling it. A temporary liquor license as well as a Certificate of Liability is required for all events where alcohol is served.

20. Under no circumstances may alcohol be served to anyone under 21 or to any individual who appears intoxicated or impaired. Violating this policy may mean revocation of deposit as well as a permanent ban on future events at UUCB.

21. Please see *Section Twelve (12)* for our full alcohol policy.

22. Smoking is only allowed in the designated area outside of the garden entrance.

- a. Please note- UUCB is a Smoke-free environment. Our congregation encourages behaviors that keep our bodies healthy and our minds clear and curious. Our ethical principles call us to leave our world and environment in better shape than we received it.

23. Keyholder policy: Building users who wish to have a temporary key for their events must stop into the office and acquire approval from the church Administrator.

- a. *Please see Section Fourteen (14) for our full Keyholder Policy.*



24. Safety Information:

- a. **In the event of a serious emergency that will require outside assistance (fire, serious medical emergency) please call 911 and if evacuation will be necessary pull the fire alarm.**
 - In the event of a minor emergency that does not require outside emergency services such as a faucet burst or minor first aid injury, please speak with a staff member by stopping by the church main office or speaking with the Gatekeeper.
 - In the event of any accident, injury, or emergency, a brief incident report will be required by church staff. Please report any accidents, injuries, or emergencies to the church main office, even if minor.
- b. **Please take a moment prior to your event to review the location of available fire extinguishers, emergency exits and first aid kits in the room.**
- c. **An AED kit is located at the top of the stairs in the Parish Hall. There is a key for the AED kit- this key is available in the Main Office.**
- d. **Please hold on to the emergency contact information slip that you will be given upon the completion of this application.**
- e. **Firearms and concealed weapons are strictly prohibited on UUCB property. If a building user is found to possess a firearm or a weapon on UUCB property, they may be subject to a permanent ban from the premises.**

25. Accessibility Information:

- a. UUCB has two gendered restrooms on the west side of the building at the bottom of the first-floor stairs and a non-gendered restroom in the basement in the northwest corner by the stairs.
 - At this time, we regret that the building's restrooms are not fully accessible. Both restrooms have accessible stalls but may be challenging for people who use wheelchairs or scooters due to limited space.
 - All restroom doors are heavy, so do not hesitate to ask UUCB staff for assistance.
- b. An elevator, located in the Parish Hall on the first floor, is available to all users. A key is necessary for the operation of the elevator. Please



inform the church office prior to your event if the elevator must be activated.

- c. Aerosol sprays and strong scents are not permitted on UUCB grounds.
 - Please note- UUCB does use an aerosol baking soda-based air freshener spray in the restrooms as needed. If your group requires a scent free facility, please notify UUCB staff at least one week from the event and sprays will not be used within that timeframe.
- d. The parking lot at UUCB is small. As such, we ask that renters refrain from using the parking lot if possible.
 - We have two accessible spots in our parking lot and there are two public accessible street spots on Ferry- all four of these spots are available to anyone using the building who has an accessible access permit.
 - The north-south #20 NFTA bus route drops off at the Southwest corner of our property. We are four blocks (1600 feet) away from the east-west #12 bus which drops off at Elmwood and Utica.
 - A bike rack is available on the north-west corner of the church property.
 - Public street parking is metered 8am-5pm Monday-Saturday. On Sundays and some legal holidays, it is free. (New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.)
- e. There is one Pew Cut immediately upon entering the sanctuary from the Parish Hall or elevator and two Pew Cuts in the center pews.
- f. The church has installed a Tele-Coil System in the sanctuary. This system transmits directly from the sanctuary microphone to the hearing aids of people who have a tele-coil setting.
- g. The nursery is available to caregivers during events but must be reserved prior to the event.
- h. At this time UUCB does not have central air, but the main office is air conditioned. If medically needed, building users may stop in for relief.
- i. **If any other accessibility requirements must be met, please note the need(s) in the Facilities Use Plan and Application and we will do our best to accommodate.**



26. For events involving minors:

- a. Please review our full policy in *Section 13 Safe Congregation Policy*.
- b. If unfamiliar with NYS Mandated Reporting, please visit <http://www.nysmandatedreporter.org/> to learn more.
- c. UUCB-sponsored events where children are the focal point (IE, UUCB youth camp, UUCB religious education) require all participating adults undergo a background check.
- d. We strongly suggest maintaining a ratio of at least two unrelated supervising adults, with an additional adult for every 10 children.

Please note NYS ratios for adults supervising children in licensed programs, like afterschool programs or daycare programs:

Age of Children	Adult: Child Ratio	Maximum Group Size
Under 6 weeks	1:3	6
6 weeks to 18 months	1:4	8
18 months to 36 months	1:5	12
3 years	1:7	18
4 years	1:8	21
5 years	1:9	24
Through 9 years	1:10	20
10–12 years	1:15	30

Youth ages 17 and under cannot legally be considered a supervising adult.

27. Disruptive Behavior Policy:

- a. Openness to a wide variety of individuals is one of the prime values held by our congregation. We affirm and promote the inherent worth and dignity of every person. We commit to maintaining a secure atmosphere where openness can exist. When any person’s physical and/or emotional well-being or freedom to safely express beliefs or opinions is threatened, we will address the source of this threat firmly and promptly.

Disruptive behavior, as differentiated from a normal give and take of ideas in the spirit of democratic debate, involves one or more of the following:

- **Danger:** Is there a threat or perceived threat to persons or property?
- **Interference:** Does the behavior interfere with church discussions and activities?
- **Offense:** Is the behavior likely to alienate congregants or visitors?



The Church has procedures for addressing disruptive behavior both during congregational gatherings and in smaller team or committee meetings or functions. In addition, the Church files and maintains accurate and timely records of complaints as well as actions taken to address and resolve problems.

Only when no other resolution is possible can disruptive behavior result in the expulsion of the offending person or persons.

28. All activities must comply with local, state, and federal laws.

29. If the applicant is an organization, the undersigned has full legal authority to act for the applicant.

I have read the foregoing policies and agree to abide by them.

Signature:

Printed Name:

Date:

Organization Name (if applicable):

Section Six (6): Recurring Use Policies

The UUCB Board of Trustees, Minister and Church Administrator reserve the right to end any recurring rental contract at any time.

In addition to the one-time rental policies, users renting for recurring events are also subject to the following policies:

1. The renting organization or individual must have a specified end date for the rental period. No recurring rentals will be allowed to continue in perpetuity.
2. The maximum amount of time for a recurring rental is 13 weeks. At the end of each time frame the agreement will need to be re-signed and may be renegotiated.
3. If the renter wishes to continue/extend their recurring event, please notify the Church Admin prior to 42 days (6 weeks) of the expiration of the current contract.



4. Any recurring series of events may be reserved up to twelve months in advance.
5. The renting organization or individual must give at least two days' notice if canceling a scheduled event. A \$30 (standard deposit) or \$50 (kitchen standard deposit) fee will apply for any recurring event cancelled within 2 days/less than 48 hours before the event.
6. Additional set up and tear down time (beyond the complimentary buffer time of 15 minutes for set up and 30 minutes for take down) should be coordinated with the UUCB office prior to the first rental date. Renter will be charged for additional set-up and take down time at 50% of rate charged for the event.

I have read the foregoing policies and agree to abide by them.

Signature:

Printed Name:

Date:

Organization Name (if applicable):



Section Seven (7): Facility Use Plan And Application

Please fill out the following information/circle where appropriate									
Name of Contact Individual									
Contact Information	Phone:		Email:						
Name of person/ ministry/committee sponsoring (If applicable)				Circle here if this is a Rite of Passage event (wedding, memorial, name dedication, etc)					
Contact Information	Phone:		Email:						
Name of Organization (If applicable)									
Name of Event									
Type of Event	Church Sponsored			Member Sponsored			Non-Member Sponsored		
One time or Recurring?	One Time				Recurring				
Date and Time of Event	Date:		M T W T H F Sa Sun	Start Time:		End Time:			
Room(s) Requested	Sanctuary		Kitchen		Parish Hall			Alliance Room	
	McCann Library		Community Room		Marjorie Gardner Room			Basement Classroom(s)	
	Potter Room		Emerson Room			Anthony Room	Fahs Room		



<p>Please list all activities for which you wish to use the church.</p> <p>Attach additional sheets if necessary.</p>						
<p>Will you need the projector and screen?</p>	Yes			No		
<p>Will you need a podium?</p>	Yes			No		
<p>Will you need a sound system/ microphone?</p>	Yes			No		
<p>How many tables and chairs will you need?</p>	Round Table(s): (seats 5)		Rectangular Table(s): (seats 8)		Number of Chairs:	
<p>Please draw how you would like the tables, chairs and other equipment arranged:</p>						
<p>Is there any other equipment you will require? (Large memo pad pages, copies?) <i>Separate fees are associated with equipment use and use of consumables.</i></p>						
<p>Are there any accessibility needs UUCB should be aware of?</p>						



Please fill out the following if you plan to use the kitchen:		
Will you be cooking?	Yes	No
Will you need to store any food here/use a refrigerator? Please note: Apart from church sponsored ministries like Food not Bombs or Family Promise, UUCB cannot store food for more than six (6) hours prior to an event and six (6) hours after an event. Food left for longer than this period will be disposed of.	Yes	No
Will you take a moment prior to your event to review the safety and usage rules with all members of your group?	Yes	No
What kitchen equipment will you require?		

Section Eight (8): Signature

I have read the foregoing policies and agree to abide by them.

Signature:

Printed Name:

Date:

Organization Name (if applicable):



Staff: please fill out this section and give this page to renter.

UUCB Contact Information	
Your UUCB contact person during your event is:	
For assistance or for an emergency they can be reached at:	
The Wifi Password for this month is:	
In case of a serious emergency please call 911 and pull the fire alarm to notify the entire campus that immediate evacuation of the building is necessitated. Please additionally alert UUCB staff.	
In the event of a minor emergency (IE, an emergency that only requires minor first aid, or a maintenance issue, such as a power outage or flooding from a burst pipe, overflowing sink, or a rainstorm), please alert UUCB staff and they will immediately assist.	

Floor Layout of UUCB (larger versions available on request)

Basement

- 1- Youth Room
- 2- Archives
- 3- Stairs/Storage
- 4- RE Supplies
- 5- Bathrooms
- 6- Priestly Room
- 7- McCann Library
- 8- Ballou Room
- 9- Barton Room
- 10- Blackwell Room
- 11- Storage
- 12- Elevator
- 13- Off Limits

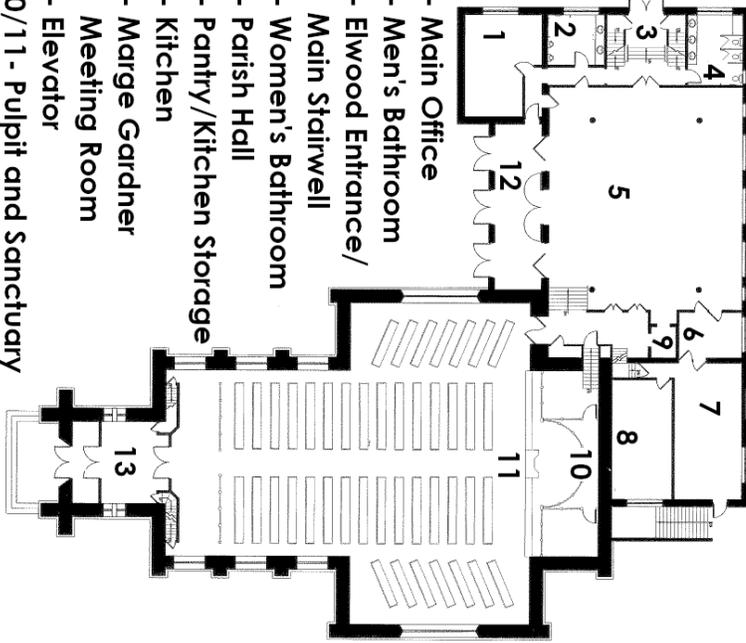
BASEMENT FLOOR PLAN
 SCALE: 1"=20'0"

GIORGIO GIOVANAZZO, OAA
 ARCHITECT
 10 PARKERS LANE WHELAND, NY 13817
 P: 518-893-0715
 F: 518-893-4214
 and gjoan@giorgioj.com



First/Ground Floor

- 1- Main Office
- 2- Men's Bathroom
- 3- Elwood Entrance/
Main Stairwell
- 4- Women's Bathroom
- 5- Parish Hall
- 6- Pantry/Kitchen Storage
- 7- Kitchen
- 8- Marge Gardner
Meeting Room
- 9- Elevator
- 10/11- Pulpit and Sanctuary
- 12- Garden Entrance
- 13- West Ferry Entrance

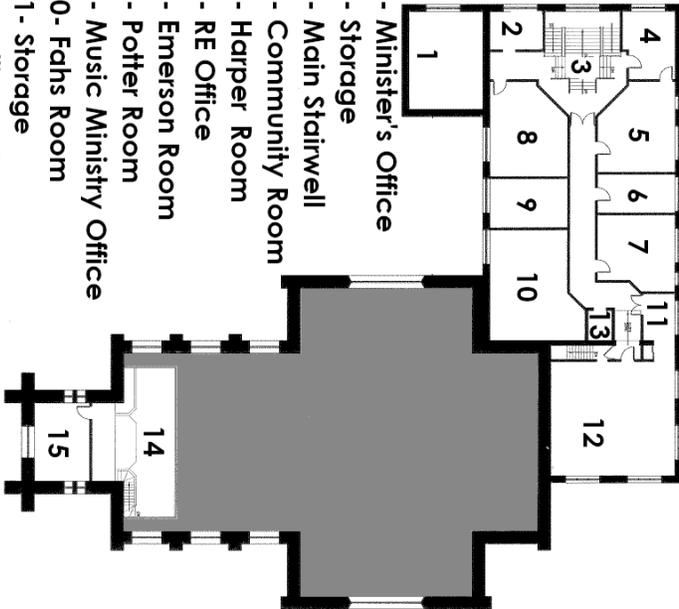


GROUND FLOOR PLAN
 SCALE: 1"=20'-0"



Second Floor

- 1- Minister's Office
- 2- Storage
- 3- Main Stairwell
- 4- Community Room
- 5- Harper Room
- 6- RE Office
- 7- Emerson Room
- 8- Potter Room
- 9- Music Ministry Office
- 10- Fahs Room
- 11- Storage
- 12- Alliance Room
- 13- Elevator
- 14- Choir Loft
- 15- Storage



SECOND FLOOR PLAN
 SCALE: 1"=20'-0"

