



# Unitarian Universalist Fellowship of Ames

1015 N. Hyland  
Ames, IA 50014  
515-292-5960, uufa@uufames.org

Today's Date: \_\_\_\_\_  
UUFA Member: Y N

## Rental/Reservation Request

Fees effective July 1, 2009

**Information about person, group, or organization responsible for payment & cleaning:**

\_\_\_\_\_  
Name of organization

\_\_\_\_\_  
Contact/responsible person

\_\_\_\_\_  
Phone+e-mail

\_\_\_\_\_  
Relationship to organization

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Type and purpose of function

\_\_\_\_\_  
Time needed for event, including setup and cleanup

\_\_\_\_\_  
Day/Date/Time of Function

\_\_\_\_\_  
Estimated attendance

**Food planned?** (no frying permitted)

None \_\_\_ Cookies/Punch (no kitchen usage) \_\_\_ Covered dish/Potluck \_\_\_ Catered meal \_\_\_

**Rental/reservation space:**

*min. fee/6 hr*

*min. fee/6 hr*

Fellowship Hall Only	\$105	RE Rooms (second floor)	\$30/each
Fireside Room	\$75	Library (restricted hours)	\$30
Fireside Room & Fellowship Hall	\$150	Any 2 preceding w/rental of	\$15/each
Fireside Room & Kitchen	\$135	Fireside Room or Fellowship Hall	
Fireside Room, Fellowship Hall & Kitchen	\$210	Other fees/notes (e.g. additional	
Nursery ( <i>younger than 5 years only/1 adult per 5 children</i> )	\$30	hours, moving art, etc.)	
Tower Room	\$30		
Entire Main Level (all above rooms)	\$240	<b>Total:</b>	

Make check payable to: UUFA

\*Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*By signing, you agree to abide by the policies detailed in the UUFA *Rental and Building Use Policy*.**

**Office use**

	Date	Amount/check #	Initials, comments
Deposit received		\$ ck:	
Balance paid		\$ ck:	
Key checked out #			
Key returned			