



Unitarian Universalist Fellowship of Ames

1015 N Hyland Avenue, Ames, IA 50014

515-292-5960, uufa@uufames.org

UUFA Rental Reservation Request

Person responsible: _____

Group/organization: _____

Phone and email: _____

Street, City, State, Zip: _____

Type of function: _____ Estimated attendance: _____

Day/Date/Time of function: _____

Fees (effective July 1, 2013):

Deposit on rental space: \$50, refundable by check within two weeks after event if there are no Building Use and Rental Policy infractions found after the end of the rental. **Deposit due at time of reservation.**

Room Requested on Main Level:

Fireside Room: This room accommodates up to 40 people.

Food allowed as carry-in only. Chairs and tables may be used. Furniture present in the room must not be removed. Handicap accessible by elevator in the lobby.

\$100 for six (6) hour minimum time block;

\$30 for additional 2 hour time block _____

Fireside Room and Fellowship Hall: These rooms accommodate up to ~125 people.

Food allowed as carry-in only. Chairs and tables may be used. Furniture present in the rooms must not be removed. Handicap accessible by elevator in the lobby. Piano not to be used/moved unless approved by the Music Coordinator. Sound system available upon request only.

\$200 for six (6) hour minimum time block;

\$60 for additional 2 hour time block. _____

Sound system needed: \$50 base fee plus \$25/hr for technician x _____ hours totals: _____

Sound tech for this event: _____

Piano needed (requires approval of Music Coordinator) _____

Fireside Room and Kitchen: This room accommodates up to 40 people.

Chairs and tables may be used. Furniture present in the rooms must not be removed. Handicap accessible by elevator in the lobby. Kitchen usage requires review of appliances. Cooking and preparation of food allowed except for frying food. Usage of coffee maker, UUFA utensils and dishes permitted. Kitchen must be cleaned and all food and waste removed by the renter.

\$150 for six (6) hour minimum time block;

\$50 for additional 2 hour time block _____

Fireside Room, Fellowship Hall, Kitchen: These rooms accommodate up to ~125 people.

Chairs and tables may be used. Furniture present in the rooms must not be removed. Handicap accessible by elevator in the lobby. Piano not to be used/moved unless approved by the Music Coordinator. Sound system available upon request only.

Kitchen usage requires review of appliances. Cooking and preparation of food allowed except for frying food. Usage of coffee maker, UUFA utensils and dishes permitted. Kitchen must be cleaned and all food and waste removed by the renter.

\$300 for six (6) hour minimum time block;

\$100 for additional 2 hour time block _____

Sound system needed: \$50 base fee plus \$25/hr for technician x _____ hours totals: _____

Sound tech for this event: _____

Piano needed (requires approval of Music Coordinator) _____

Room Requested on other levels:

These rooms are available for small groups if and only if they are not in use for UUFA activities.

Channing/Barton Classroom: This room accommodates up to ~30 people in a meeting room atmosphere. There are a limited number of chairs and tables for use. Food allowed as carry-in only. Furniture present in the rooms must not be removed. Handicap accessible by elevator in the lobby. Piano not to be used.

\$50 for six (6) hour minimum time block;

\$10 for additional 2 hour time block. _____

Classroom 3: This room accommodates up to ~12 people in a meeting room atmosphere. There are a limited number of chairs and tables for use. Food allowed as carry-in only. Furniture present in the rooms must not be removed.

\$50 for six (6) hour minimum time block;

\$10 for additional 2 hour time block. _____

Room Rental Fees:

Fireside Room: \$100/90 for UUFA members _____
Additional hours: _____

Fireside Room and Fellowship Hall: \$200/180 for UUFA members _____
Additional hours: _____
Sound system: _____

Fireside Room and Kitchen: \$150/135 for UUFA members _____
Additional hours: _____

Fireside Room Fellowship Hall, Kitchen: \$300/270 for UUFA members _____
Additional hours: _____
Sound system: _____

Channing/Barton: \$50/45 for UUFA members _____
Additional hours: _____

Classroom 3: \$50/45 for UUFA members _____
Additional hours: _____

Total rental: _____

Discount for UUFA members only (10%): _____

Room rental: _____

Deposit fee: **\$50**

Total amount due with deposit: _____

Signature: _____ **Date:** _____

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

Office use:

Date reservation received: _____

Deposit received: _____

Sound tech: _____

Music Coordinator: _____

Balance paid: _____

Door code provided: _____

Renters checklist provided? _____

Rental fee returned? _____