**ATTACHMENT B**

**UUCSC Member/Friend FACILITY USE REQUEST & AGREEMENT FORM (Attachment B)**

**UUCSC Facility Use Request and Agreement Form for UUCSC Sponsored Events**

UUCSC is pleased to offer use of its facilities and grounds, for purposes in keeping with UU principles and to serve the greater community. The intention of this form is to be used when room fees are not applicable due to being UUCSC sponsored events (e.g., legislative forums, MLP, speakers, UUCSC events, etc.). Rites of passage (weddings, memorial services, baby naming services etc.) are covered by a separate form/checklist specific to those events. *Regular committee meetings do not require the use of this form.*

*This form is not to be confused with Attachment A of the Facility Use Guidelines, “UUCSC Facility Use Request & Agreement Form” which is to be used by events not sponsored by UUCSC (e.g., rental by an outside group for a non-UUCSC sponsored event).*

**UUCSC Sponsoring Group and/or Person(s):**

**Key Holder who will open and close UUCSC for event** (if not a key holder, indicate key(s)

borrowed):

**Date/Dates (if recurring event):**

**Time (include setup and closing up):**

**Room(s) Requested:**

**Type of Event:**

**Microphones Needed?**

**Expected Number of Participants**:

**Phone (cell & home):**

**Email:**

*This is a request and not confirmed until Karen St. Peter (Office Administrator) has added the event on the master UUCSC calendar.*

Jan. 2018

**Facility Check-Out Form (Attachment C)**

***CHECKLIST FOR CLOSING BUILDING AFTER EVENT***

***Turn Heat/Air Conditioning On and Off****Air Conditioning on/off is in the Community Room on the wall on the right as you enter the community room from the kitchen. Heat thermostat is on the wall partitioning the community room. Please put thermostats back to original position and turn air conditioning off when leaving. When switching from air-conditioning the Sanctuary to the Community Room (and vice versa) please wait 5 minutes after shutting off one room and restarting air in other room.*

**Secure the Facility**

**Checklist for Closing UUCSC - After Events**

1. \_\_\_\_\_ Replace chairs in proper configuration

2. \_\_\_\_\_ Close and lock windows and all doors, including exit doors.

3. \_\_\_\_\_ Clean kitchen counters, make sure no food is left out

4. \_\_\_\_\_ Collect all garbage and dispose of in dumpster to left rear of building

5. \_\_\_\_\_ Sweep floors in all rooms used (not needed if custodial fee paid)

6. \_\_\_\_\_ Lower thermostat back to 60 degrees (in cold months); turn off air conditioning

7. \_\_\_\_\_ Turn off all lights

8. \_\_\_\_\_ Sanctuary, Community Room, and Exterior doors are to be locked.

***Cleaning supplies are located in closet in women’s bathroom.***

***Broom for sweeping is in closet in Community Room.***