



Unitarian Universalist Fellowship of Santa Cruz County
6401 Freedom Blvd., Aptos, CA 95003 • (831) 684-0506

Office Hours
Tuesday -Thursday 1-5 pm
Friday 10 am -3 pm

Building Use Information

Dear Prospective Building User:

We are pleased you are interested in using our facility. The enclosed brochure and application form provide the information you need to reserve space for your special event.

Full details will be included in your Facility Use Agreement, which will be based on your application form and any specific needs you communicate to us.

If you have not been to our location before, we invite you to come meet our staff and to look over our beautiful building and grounds. Please make an appointment for your visit, in order to assure our availability at a time that is convenient for you.

We extend a warm welcome to you and your group! Please do not hesitate to call if you have any questions.

Karyn Wolf Lynn
Office Administrator

Note: See the Application Form on page six that you will need to complete and return to reserve space at our Facility!

Reserving Space

- Space is available to be used for events between the hours of 7am and 10pm, subject to pre-existing space arrangements.
- Inquire about available dates in person, by phone or email (or you may indicate several choices on your application).
- Complete the enclosed Application Form, which you can deliver in person, fax, or mail to us.
- We will be in contact to clarify the terms of your use and to create a Facility Use Agreement.
- Return your signed Facility Use Agreement along with your Deposit/Security fee (if applicable).
- Payment for all other fees must be received two (2) weeks prior to your event.

FAQ

Q. Who should I be in touch with?

A. Your contact for event arrangements is the Office Administrator. Contact information and office hours are listed on the back page of this brochure.

Q. Can we serve alcohol at our event?

A. Yes, but limited to wine and beer. Events of 50 says 75 elsewhere people or more where alcohol is served must pay a security guard fee that is determined by the size and nature of your event. We provide the security guard services.

Q. Do you require insurance?

A. We require a signed Liability Waiver as part of your Use Agreement as well as security guards at certain occasions. We may also require liability insurance, depending on the occasion.

Q. What about setup and cleanup?

A. You are required to pay for the time required to set up and decorate for your event. Cleanup at the end of your event consists of picking up trash and litter and removal of all personal items from the facility. A cleaning fee for additional janitorial and custodial services is required will be included in your rental fee. (see Facility Fees).

Q. What about parking?

A. The parking lot is included in your use fee, or it can be rented as a standalone rental item (for neighborhood parties, etc.).

Q. What about accessibility and other special accommodations?

A. The facility is wheelchair accessible, except for the Bryans Room. The front parking spaces are clearly marked as handicapped-accessible. A small number of assisted listening devices are rentable as part of our sound system package.

Q. Is your church environmentally responsible?

A. Ecological concerns are of paramount importance to us; therefore, we use primarily green/non-chemical cleaners, recycled paper products, and require that our guests carefully recycle their own items when they use our facility. We produce power through our on-site solar panels, minimize our carbon footprint through energy-efficient practices. We landscape with native species and drought-tolerant plants, compost our food scraps, and more!

Q. Is smoking allowed?

A. We are a non-smoking facility. However, there are ash trays located at the perimeter of the courtyard for those who choose to smoke at least 25 feet away from the buildings.

Q. What about music?

A. Amplified music is allowed, subject to local noise ordinances. There is no amplified music allowed after 10pm, because we are located in a residential neighborhood.

Q. Can you hold my deposit check? No, your check will be cashed prior to your event.

Q. How can I be sure to get my full deposit back? We provide detailed instructions about what types of activities are not allowed at our facility. Careful reading of this list and thoughtful planning will enable you to return our facility in a "gently used" condition, with the normal wear and tear of an event. Attending the walkthroughs before and after your event is the best way to prevent any unexpected charges to your deposit. Please let us know if you have questions or concerns. All users are required to:

- Pick up and remove all trash and litter (inside and outside) including food, balloons, plates, napkins, debris, cigarette butts, etc.
- Place recycling into blue containers and take garbage out to dumpsters.
- Remove all personal items from the facility.

Q. What if I have to cancel my event? 100% of any use fees already paid will be refunded; however your deposit may be subject to forfeiture (see chart). If we are able to arrange a new user for the date of your canceled event, we may offer a partial refund of your deposit, depending on the use fees collected for the replacement event.

<u>Cancellation Timeframe</u>	<u>Refund of Deposit</u>
61+ days prior to event	100%
31-60 days prior to event	50%
30 days or fewer prior to event	0%

Special Items for Consideration

- Smoking is not allowed inside our facility; but is allowed outside.
- There is no cell phone service at our location. A payphone is provided.
- The piano may not be moved or used.
- Decorations must meet the flame resistance requirements of the County Fire Marshal. Candles may be used if monitored.
- No hard liquor is to be served; only beer and wine are acceptable alcoholic beverages.
- Rice may NOT be used to toss at weddings. Birdseed is a good substitute. If confetti is used, it must be cleaned up completely.
- Do not hang anything directly onto the walls, except with blue painter's tape.
- Mylar balloons and glitter are not allowed under any circumstance.

Deposit

A security deposit is required for all users; we will reserve your space only with a paid deposit. Your security deposit covers costs arising from disregard of the conditions of your contract, as well as damage or excessive wear and tear arising from your event. We have a transparent process that discloses items of concern in a final walkthrough at the close of your event. Deposit Requirements:

Bryans Room, Gallery, and/or Patio	\$100
Above spaces and/or Kitchen	\$300
Above spaces and/or Fellowship Hall	\$500

Use Fees

Your total time must include event setup as well as 15-20 30-60 minutes at the close to pick up all garbage and to remove all personal items from the facility.

Space	\$/hour
Fellowship Hall (capacity 110)	\$60
Patio (capacity 60)	\$30
Gallery (capacity 40)	\$40
Bryans Room (capacity 15)	\$30
Kitchen Only	\$45
Packages	
Fellowship Hall with Kitchen	\$75
Fellowship Hall with Kitchen and Patio	\$85
Fellowship Hall with Kitchen and Gallery	\$95
Fellowship Hall with Patio OR with Gallery	\$70
Gallery with Kitchen	\$55
Patio with Kitchen	\$50
Patio and Gallery with Kitchen	\$60

The Parking Lot (capacity 80) is included, but may be rented by itself for \$100 (up to 6 hours) or \$125 (over 6 hours) with a \$100 deposit. A discount of 10% applies to use fees over 4 hours, and 15% over 8 hours. **Ask about our non-profit rates!**

Additional Items (cannot be discounted)	\$/day
China rental (100)	\$150
PowerPoint Projector and Screen	\$45
TV Monitor with DVD/VCR units	\$50
Easel for posters or flipchart/notepad	\$15
Music Stand	\$10
Sound System (includes Tech) - \$40/hr	varies
Cleaning Fee	\$125
Cleaning Fee with "cooking" kitchen	\$175
Security - \$25/hr per guard	varies

Cleaning Fee

A cleaning fee covers janitorial and custodial services following your event to return the facility to a usable condition. If the Kitchen is used as a "cooking" kitchen—to prepare or cook food, using stove, microwave, utensils, serving dishes, etc.—an additional cleaning fee applies.

Security Guards

Security guards are required for events of 50 guests or more when alcohol is served and/or children are present. Security must begin within one hour of alcohol being served and maintained to the end of the event. One security guard is required for up to 75 guests, two for more than 75 guests. Security is contracted by the Fellowship at an hourly rate of \$25/hour.

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www.uufsc.org

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Application for Space Use

APPLICANT

Individual Business Non-profit organization Fellowship member

Name: _____

Address: _____

Phone(s): _____

Email: _____

Have you used our facility in the past? _____ When/for what?: _____

Person signing contract: _____

EVENT BASICS

Event title/description: _____

Requested Date: _____ Start time: _____ End time: _____

(Depending on the type of event you are planning, please include an appropriate amount of time for cleanup at the end of your use—at least one hour is required for most events.)

Attendance: _____ Adults: _____ Children: _____

What facilities do you need to use?

Fellowship Hall/Sanctuary Kitchen Back patio
 Gallery (behind office) Bryan's room (across patio)

Do you plan to rent:

China/silverware Sound system/tech DVD/VCR player Easel/flip chart
 Music stand TV monitor

If you plan to serve alcohol, please describe: _____

Special setup: _____

Other details/information: _____

Please sign and deliver your completed application to:

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