

Unitarian Universalist Fellowship of the Rappahannock

366 James Wharf Road / P.O. Box 1266, White Stone, VA 22578

Facility Use Administrator: (804) 438-6412

FACILITY USE AGREEMENT - SHORT TERM USE FORM

(for facility use less than four times/year)

Name of User/Organization: _____ Non-Profit? Y__ N__

Address: _____

Space(s) to be rented: Sanctuary _____ / Fellowship Hall _____ / Both _____

Audio/Visual equipment? Y__ N__ (if Y, it will be arranged with Facility Use Administrator)

Reservation Date(s): _____ Time (from/to): _____

Type of activity/meeting: _____ Estimated No. of Attendees: _____

Cost (Fee Schedule attached): Rental Fee \$ _____ Deposit \$ _____ Custodial Fee \$ _____

Contact Person: _____ Title: _____

Phone (indicate if cell) Day: _____ Evening: _____ Use cell for text? Y__ N__

Email: _____

The Sponsoring Group must be identified accurately on the reservation form. If your group is an affiliate of another group, list the name and address of that group or headquarters:

List a VA tax-exempt number or Federal TIN if you are a non-profit organization: _____

Does your organization maintain liability insurance? Y__ N__

If yes, please provide your Insurance Company and Policy Number: _____

- The undersigned, being the person responsible for the above arrangements for use of the UUFR facilities, understands that permission to use the facilities is contingent upon complying with the rules of the UUFR regarding the use of the UUFR facilities (see Policies and Procedures for Facility Use) on behalf of the above group and/or individual(s).
- Use the attached checkout list to properly put in order and secure the facilities at the end of use.
- No use other than that described above will be made of the UUFR facilities.
- Use is restricted to the spaces specified in this agreement.

We do not rent to individuals/groups that discriminate in principle or membership against any race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status. Nor do we rent to any organization/group that advocates violence.

By signing this Agreement, you acknowledge you have read the attached Policy and Procedures governing the use of UUFR facilities and that you/your group agrees in principle/actions with the above-mentioned items and rules, and the signer assumes full financial responsibility and liability for the activity.

Renter's Signature: _____ Date: _____

Organization name, if applicable _____ Position: _____

Address (if different from above): _____

Unitarian Universalist Fellowship of the Rappahannock: Signature: _____ Date: _____

CALL IMMEDIATELY FOR ANY SERIOUS FACILITY PROBLEM: (202) 805-0966