

Building Use Policy

Lake Fellowship of Unitarian Universalists (LFUU) facilities are available for rental for weddings, meetings, and other events.

1. Requests for the use of Lake Fellowship facilities must be coordinated with the LFUU Board Chair, or its designee, and recorded on the LFUU Building Use Calendar.
2. LFUU members may normally use the facility for no charge. This use must be coordinated with the Board Chair or its designee, who may require board authorization. The board may decide to charge a fee for commercial use by LFUU members.
3. Fee for use of the building is \$20 per hour payable in-advance for estimated time needed. If weekly or monthly usage, fees are due on the first day of the month.
 - a. Weddings (includes ceremony, rehearsal, and set-up) are \$500 for the entire day.
 - i. A down payment of 25% of the fee is required to hold the reservation for a wedding; it will be refunded in full if the reservation is cancelled 30+ days before the event.
 - ii. A damage deposit of \$250 is required and will be refunded or applied to the rental fee if no damage occurs.
4. The LFUU Board *may* require the presence of a LFUU representative during the rental period. The building user *may* be charged for this presence.
5. LFUU commits that the building will be clean and in working order.
6. The user must indicate the conditions under which any alcohol will be served. It can be provided, but not sold. LFUU *may* require the user to provide and pay for appropriate security.
7. A short questionnaire for insurance purpose *may* be required and separate insurance coverage *may* need to be provided by the renting individual / organization
8. If building user requires/desires use of the audio/visual system, or TV/VCR equipment, an LFUU representative will explain and demo how to use it in advance. If on-site assistance is needed, the charge is \$25/hour with a 1-hour minimum.
9. Eating/drinking is not allowed on/around the pianos. Beverages are not allowed on the pianos.
10. The loft in the building is off limits and cannot be used for any purpose.
11. Glitter is not allowed on the premises.
12. People/organizations that use LFUU facilities must leave things as they are found, which includes, cleaning every area used, and removing all trash, debris, decorations, and litter from the premises. Chairs and tables may be used and moved, but they must be returned to their original position after the event.
13. No pets are allowed in the facility at any time but are allowed on the grounds; *owners are responsible for cleaning up all pet waste.*
14. Smoking is not allowed anywhere in the building but is allowed on the grounds; owners are responsible for cleaning up all tobacco related items.
15. The user is liable for any damages incurred during time of rental.

This page is to be completed by the requesting individual.

LFUU Building Use Request

Date submitted: _____

(Please type or print)

Requesting Individual: (Name, phone, email)	
Sponsoring Organization:	
Date(s) Requested:	
One-Time Event, or Multiple Meetings:	
Time(s) Requested:	
Purpose: <i>(If wedding or one-time event, provide details of estimated number of guests and any other pertinent information)</i>	
Will liquor be served? (Yes / No – describe if Yes):	

Submit completed form either via:

Mail to: Building Usage Coordinator, c/o Lake Fellowship, PO Box 174, Excelsior, MN 55331

or

E-mail to: info@lakefellowship.org

Contact Lake Fellowship for more information: info@lakefellowship.org