



First Unitarian Church of Dallas
4015 Normandy • Dallas, Texas 75205-1750
214.528.3990 • www.dallasuu.org

Space Use Request Church Groups

Group Name: _____

Responsible Party: _____

Member Contact: _____

Address: _____

Phone Number: _____

Email: _____

Group/Event Mission and Purpose:

Event Date and Time: _____

One-time or **recurring** (circle one) Number of attendees expected: _____

AV/Technology Needs: _____

VALUES

- First Church is a progressive church committed to exploring the intersection of compassion and justice and promoting dialogue. We support racial and LGBTQ justice efforts. Your group or event must be aligned with these values.
- No activity on behalf of any party or candidate may take place on church premises. The space may be used to advocate for policy change and value-based legislation, but not for partisan campaigns.

SETUP, CALENDAR, AND FACILITIES

- Setup requests must be submitted at least one week in advance to setups@dallasuu.org.
- Event title and description must be submitted to the office before space will be reserved for the event.
- Any church property (tables, chairs, tablecloths, etc.) must be returned in good condition, or a fee may be assessed. You are liable for any damages to church property.



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- Trash bags should be gathered together and put in large trash bins or taken out to the dumpster.
- Smoking is not permitted on the grounds or in any church building.
- Wine and beer are permitted on the church premises. No hard spirits are permitted.
- All decorations and event materials must be removed afterwards.
- Tape is not permitted on any surface.
- When departing, please be sure to turn off all lights (including restrooms) and make sure doors are locked.
- You are responsible for cleaning the space. If cleaning or additional custodial support is needed, it must be arranged separately through the church office.
- If A/V staff support is needed, please contact the church office at least two weeks in advance to notify us. This is contingent on staff availability.
- If the event occurs outside of business hours and a key is needed, a \$20 key deposit must be submitted to the office. The key must be returned within 5 business days, unless this is an ongoing meeting.
- The church reserves the unconditional right to appropriate any part of the building when needed for church use, but will try to make other space available if such appropriation is made, and will provide notification as soon as possible.

CHILDCARE

Childcare is available for church-sponsored and church group events, with advance reservation online at <https://tinyurl.com/uuchildcare>. The church cannot guarantee that childcare will be provided, but will make every effort to do so.

All childcare on the church campus must be provided by our caregivers or the outside agency we are contracted with. No outside childcare may be offered, due to liability concerns.

Two adults must be present at all times during activities involving children under 18.

PARKING

Parking for 60 people is available in our back and side lots. We also have limited parking (15 spaces) through the YMCA garage Monday-Friday 6:30 pm-9:00 pm and Saturdays and Sundays after 6:00 pm. Street parking in University Park is available after 6:00pm on weekdays.



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LIABILITY AGREEMENT

FIRST UNITARIAN CHURCH OF DALLAS and

_____, RESPONSIBLE PARTY (“Party”)

agree that the Church shall not be liable to Party or her employees, agents, volunteers, visitors, or to any person whomsoever for any injury or damage to property or persons on or about premises or any area owned by Church caused by the negligence or any other action or inaction of Party, misconduct of Party, or action, inaction, or misconduct of Party’s employees, participants, licensees to concessionaires or any other person entering premises under express or implied invitation of Party, or arising out of use of premises by Party or the conduct of her business therein, or arising out of any breach or default by Party in the performance of her obligations hereunder; and Party hereby agrees to indemnify Church and hold it harmless from any loss, expense or claims arising out of such damage or injury.

RESPONSIBLE PARTY: _____ DATE: _____