



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

Space Use Request Members and Church Partners

Organization: _____

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: _____

Fee: _____

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 two weeks in advance to setups@dallasuu.org.
- Event title and description must be submitted to the office in order to reserve space for the event.



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- Any church property (tables, chairs, tablecloths, etc.) must be returned in good condition, or security deposit will be forfeited. You are liable for any damages to church property.
- 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.
- A/V support may be provided for a charge of \$250, depending on staff availability. Please contact the church office to arrange at least two weeks in advance.
- 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.
- 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

First Church does not provide childcare for non-church-sponsored events. If you want to offer childcare during your event, please contact Karen Lewis at klewis@dallasuu.org to discuss.

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 parking 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 6:00 pm on weekdays.



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LIABILITY AGREEMENT

I/We the undersigned authorized representative(s) of _____
 (hereafter the "Organization") of the city of Dallas, state of TX, shall be using the
 building and grounds of First Unitarian Church of Dallas (hereafter the "Church")
 from _____ to _____, 20_____, for the purpose of _____
 _____ (hereafter referred to as the "Activity").

I/We understand and agree that neither the Church, nor its trustees, representatives,
 employees, and agents may be held liable in any way for an occurrence in connection
 with the Activity which may result in injury, harm, or other damages to the
 undersigned or members of our organization and guests, invited or not. Rather, I/We
 agree that our Organization alone shall be responsible for any property damage,
 personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and
 grounds as well as all appliances and fixtures in the activity, I/we release the Church,
 its trustees, employees, agents, or representatives from any claim for damages,
 injury or death which may occur while participating in the Activity. I/We further agree
 to save and hold harmless the Church, its trustees, employees, agents, or
 representatives from any claim arising out of or participation in any form or fashion in
 the Activity.

I/We further state the I/we are authorized to sign this agreement; that I/we
 understand the terms herein are contractual and not mere recital; and that I/we have
 signed this document of my/our own free act and volition. I/We further state and
 acknowledge that I/we have fully informed ourselves of the content of this affirmation
 and release by reading it before I/we signed it.

I/We have executed this Church Usage and Hold Harmless Agreement this _____
 day of _____, 20_____.

_____ (ORGANIZATION NAME)

Signature: _____

Title: _____