

Request/Contract Form for Use of NUUF Facilities (2026)
Northwoods Unitarian Universalist Fellowship (NUUF)

Procedure:

1. Review the attached Facilities Use Policy and Fellowship Principles
2. Complete this Request Form.
3. Give completed form to a NUUF member for submission to the Board.
4. If approved by the Board, review and sign the Contract Agreement with designated Board representative.
5. Make payment if requested.

Requester Name _____

Organization Represented (if any) _____

Phone Number _____

Email Address _____

Sponsor of Event(s)

Member sponsored (family gatherings, community/classes, etc.) Yes _____ No _____

Outside User(s) with no NUUF affiliation wishing to use facilities for non-profit, educational or other community-based activities. Yes _____ No _____

Date(s) and Time(s)

Requested _____

Describe Event: One-time _____ Recurring _____ Event Fee charged? Yes _____ No _____

Areas of NUUF Facilities requested for use (check each area requested for use)

- | | |
|---------------------------------|---------------------------------|
| ____ Sanctuary | ____ Small Meeting Room (lower) |
| ____ Founders Room (main level) | ____ Children's Room |
| ____ Kitchen | ____ Memorial Garden |
| ____ Cline Room | ____ Labyrinth |
| ____ Carpeted Room (lower) | |
| ____ Other Area (specify) _____ | |

Signature of Requester _____ **Date** _____

Request Received by _____ **Date** _____

Contract (To be filled out after Board approval)

NUUF Board approves this request with the following conditions: (certificate of insurance coverage, security deposit, fees, management of keys, other).

I have read, I understand and will comply with the NUUF Facilities Use Policy and the conditions stated above.

Requester Signature _____ **Date** _____

Board Member Signature _____ **Date** _____

**We, The Member Congregations of the
Unitarian Universalist Association
Covenant to Affirm and Support These Principles**

The inherent dignity and worth of every person.

Justice, equity and compassion in human relations;

Acceptance of one another and encouragement to spiritual growth in our congregations;

A free and responsible search for truth and meaning;

The right of conscience and the use of the democratic process
within our congregations and in society at large;

The goal of world community with peace, liberty and justice for all;

Respect for the interdependent web of all existence of which we are a part.

The Northwoods Unitarian Universalist Fellowship
is a welcoming Congregation.

NORTHWOODS UNITARIAN UNIVERSALIST FELLOWSHIP

Building use policies

BU.001 BUILDING USE POLICY

Effective:

Modified: 7-30-25

By Previous Board Action

I. Purpose

This policy describes the guidelines and procedures for the use of the Northwoods Unitarian Universalist Fellowship's (NUUF) facilities. Our primary purpose in making our facilities available is to support the basic principles and mission of NUUF. Secondly, we aim to serve our members and the wider community by providing a safe and welcoming space for appropriate activities, while always maintaining the integrity and spiritual nature of our facilities.

II. Priorities for Building Use

1. **NUUF Needs (highest priority):** This includes all worship services, activities (e.g., religious education, youth groups, choir practice), official NUUF meetings, NUUF-sponsored outreach events, and committee functions. These activities have automatic priority and scheduling preference.
2. **Events Sponsored by Members:** This category includes personal events (e.g., events organized by NUUF members that align with the NUUF's basic principles and mission but are not official NUUF events (e.g. classes, community group meetings, family gatherings).
3. **Non-Member Users with No Affiliation (lowest priority):** This includes individuals or organizations not affiliated with NUUF who wish to use the facilities for non-profit, educational, or community based activities that are consistent with the NUUF's principles and mission. Commercial or for-profit activities are generally prohibited.

III. General Rules Applicable to All Users

1. **Respect for Religious Space:** All users are expected to treat the NUUF building and grounds with respect, recognizing it as a place of worship and spiritual activity. NUUF wall hangings, artifacts, decorations, etc., must remain untouched.
2. **Compliance with Laws:** All activities must comply with federal, state, and local laws, including but not limited to fire codes, health regulations, and non-discrimination laws.
3. **No Alcohol, Tobacco, Illegal Drugs, or Firearms:** The consumption or possession of alcohol, tobacco products, illegal drugs, or firearms is prohibited anywhere on NUUF property. Policy AU.001 describes an exemption for alcohol use at approved NUUF events only.

4. **Cleanliness:** Users are responsible for leaving the facilities in the same or better condition than they found them. This includes cleaning up all spills and removing trash and personal belongings.
5. **Damage:** Users are responsible for any damage to NUUF property incurred during their use. The NUUF reserves the right to charge for repairs or replacement.
6. **Noise Levels:** Noise levels should be kept to a minimum, especially during non- event hours or when other NUUF activities are in progress.
7. **NUUF-Owned Equipment:** Use of any NUUF-owned equipment and furnishings (e.g. sound system, TV system, projectors) must be pre-approved and may require training or supervision from NUUF members. Non-Member groups are expected to bring their own equipment.
8. **Decorations:** Decorations must be temporary and not cause damage to NUUF property. Nails, tacks, screws, or tapes that damage surfaces are prohibited.
9. **Security:** Users are responsible for ensuring all doors and windows are secured upon departure. Keys must be returned as instructed.
10. **Indemnification:** All non-member users are required to sign an agreement indemnifying NUUF from any liability for injury or damage occurring during their use of the facilities.
11. **Animal Restrictions:** No animals are allowed in the building. Certified service dogs are an exception but they must remain with the owner. The dog is not allowed in the kitchen and the owner is responsible for any damage incurred.

IV. Procedures for Requesting Facilities Use

1. **Application Form:** All facilities use requests (except for regularly scheduled NUUF activities) must be submitted via the official "Facilities Use Request Form" available in the NUUF office or on the web site.
2. **Submission Timeline:** Requests should be submitted as far in advance as possible.
 - **NUUF Needs:** Generally, internal scheduling is ongoing. Large-scale or unusual events should be scheduled at least three (3) weeks in advance.
 - **Member-Sponsored Events:** At least two (2) weeks in advance.
 - **Non-Member Users:** At least six (6) weeks in advance.

Note: Shorter notice may be accommodated depending on availability and circumstances but cannot be guaranteed.

3. **Review and Approval:** All requested uses require approval of the NUUF Board of Directors.
4. **Fees and Deposits** (Applicable to Non-Member Users):
 - **Fees:** A fee schedule will be provided based on the specific areas used, duration, and type of event. Fees cover utilities, supplies, wear and tear, and administrative costs.

- **Security Deposit:** A refundable security deposit may be required to cover potential damages or excessive cleaning. The deposit will be returned within 45 days after the event, provided all conditions are met.
- **Insurance:** Non-Member users may be required to provide a Certificate of Insurance, naming NUUF as an additional insured, with appropriate liability coverage limits.

V. Cancellations

- Users are requested to provide as much notice as possible for cancellations.
- Refund procedures for fees and deposits will be outlined in the Facilities Use Agreement.

VI. Policy Review and Amendment

This policy will be reviewed periodically by the NUUF Board of Directors and may be amended as needed. All users are subject to the most current version of this policy.

VII. Enforcement

Failure to adhere to this policy and its rules may result in:

- Forfeiture of security deposit.
- Charges for extra cleaning or repairs.
- Denial of future facilities use privileges.
- Immediate termination of the event if rules are being violated in a harmful or disruptive manner.