

## UUS Event Form

Any event held at UUS by a UUS group (that is not a regularly recurring meeting) must complete and submit this form to the office before a calendar reservation can be made or the event can be publicized.

**Event Name:** \_\_\_\_\_

**Organized By:**  A New One-Time Event Team  An Existing UUS Group: \_\_\_\_\_

**Event Chair:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Event Team Members:** \_\_\_\_\_

*At least 2-3 UUS members/friends who have agreed to help Event Chair organize, implement, and cleanup after the event.*

**Event Date:** \_\_\_\_\_ **Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_ **Setup Start Time:** \_\_\_\_\_ **Cleanup End Time:** \_\_\_\_\_

**Room(s) Requested:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

*A more detailed description should be sent to the Administrator for publicity purposes.*

**Is this event open to the public?**  Yes  No **Will Alcohol be Served? \***  Yes  No

**Is this a Fundraising Event? \***  Yes  No **For What?** \_\_\_\_\_

**Are the Funds for a 501(c)(3)?**  Yes  No **What Is the Fundraising Goal: \$** \_\_\_\_\_

**How Will Funds Be Raised?** \_\_\_\_\_

**What Expenses Do You Anticipate?** \_\_\_\_\_

**Has the Exec Committee Approved a Fundraising Request Form? \***  Yes  No

### Services Requested

Most services require at least two weeks advanced notice. Requesting a service does not guarantee accommodation. Access to these services may require funding from Team/Committee/Group budget.

**Building Access \*** ( Key  Front Handicap Door Unlocked: \_\_\_ to \_\_\_  Kitchen Door Unlocked: \_\_\_ to \_\_\_)

**Room Setup/Teardown** (chair and table arrangements)

*Please submit a description or diagram of setup requested (blank floor plans may be requested from the office.)*

**Dishwashing, Tablecloth-laundering, or Cleanup Assistance**

**Use of Consumable/Disposable Supplies** (compostable dishware, coffee and accoutrements, etc.)

**AV Use/Assistance** (microphones, video or slideshow presentations, sound or video recording, etc.)

**Childcare \*** (The Childcare Coordinator must approve a completed Childcare Request Form)

**Special Publicity \*** (highlighted on website, community mailings or newspaper ads, etc.)

**Special Office Supply Use** (Any printing exceeding 50 copies, postage, specialty paper, etc.)

**\*See Reverse for Relevant Policy & Procedure Information**

## **Relevant UUS Policies & Procedures**

Events at UUS are expected to abide by all applicable policies and procedures. Some of the most relevant are summarized below. Please consult with the office or review the Policy & Procedures Manual for additional rules and requirements.

### **Alcohol**

Only wine, beer, and champagne may be served at UUS events. Two persons over 21 must attend any station serving alcohol and take reasonable care to prevent minors from being served, checking IDs as necessary. The serving table must have appropriate signage and alcoholic beverages must be clearly labeled. Equivalent access to non-alcoholic beverages must be provided at a separate, widely-removed station, and be comparable in attractiveness, prominence, and accessibility. Alcohol will not be served to any person who appears to be intoxicated or otherwise unable to use such beverages responsibly. Alcohol may not be sold, either directly or indirectly, through voluntary contributions or otherwise (this includes tip jars). Those serving alcohol must not pressure adults who wish to refrain to accept alcohol. Persons under 21 will not assist in the clean-up of alcohol stations, nor discarded glasses, and leftover alcohol must be removed from UUS or stored in a locked cabinet.

### **Childcare**

A Childcare Request Form must be approved by the Childcare Coordinator before the event can be scheduled (available online or through the office). All events providing childcare in a separate room or area (including the grounds) must always have at least two background-checked & safety trained persons over the age of 14 supervising per area (additional supervisors may be necessary for large groups of children). The use of paid childcare must be arranged in advance with the DLRE or Nursery Supervisor. Unpaid volunteers providing childcare for UUS events must be UUS members and their names must be recorded with the DLRE. Childcare workers or volunteers working through a mealtime must be provided with a meal.

### **Fundraising**

A Fundraising Event Request Form must be approved by the Executive Committee before the event can be scheduled (available online or through the office). Approval can take up to two weeks. All event proceeds must be counted by the event organizers and be submitted to the office for deposit (labeled with the event name, total amount, and budget line for allocation). Any checks should be made out to UUS with a memo noting the event or purpose. Expenses related to the event (including passing over funds raised) will be paid in accordance with standard UUS procedures. Expenses cannot exceed receipts, unless the event has authorized access to budgeted funds. Any event selling access to an item or experience with a set value should inform participants and the UUS office of the fair market value, as any donation exceeding that amount may be eligible as a charitable deduction. Any non-UUS beneficiaries must align with the mission, vision, and principles of UUS, and must be consistent with our not-for-profit status. Political fundraisers for individual candidates or parties are not permitted, but support for causes related to an election or political event may be considered.

### **Keys/Building Access**

Events needing after-hours access to UUS may check out an entry-level key or key card for their event. A refundable key deposit and a signed Key Checkout Form are required. The key/keycard will be checked out to the person overseeing the event and may not be loaned to others. They are due back to the office within two business days after the event, unless otherwise negotiated with the office. Alternatively, the event organizer may coordinate with the office to have the handicap-accessible doors programmed to be unlocked for the event.

### **Publicity**

All public UUS events are posted on the calendar, upcoming events page of the website, and, as space and deadlines permit, in the weekly email, orders of service, and the monthly newsletter. Many are also published as Facebook events. The Publicity Committee may choose to provide additional publicity for an upcoming event out of their own budget if it meets their criteria for an important congregational or community event.