

## Headwaters Peace Center Facilities Use Request Form

Type of event _____ Organization _____ Address _____ _____ Contact Person _____	Date(s) of Event _____ Time of Event _____ (including set up and clean up) Email _____ Phone # _____ Are you a HUUF Member?    YES        NO
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**Equipment needed:** # of Chairs \_\_\_\_\_ # of Tables \_\_\_\_\_ Sound equipment \_\_\_\_\_ Other \_\_\_\_\_

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

**Check the area & length of time you are interested in renting:**

<b>For Non-Profits &amp; Members</b>			
<u>Area to be rented</u>	<u>½ day</u>	<u>Full day</u>	<u>Total Rental amount</u>
Sanctuary & Fellowship Hall with minimal kitchen use (coffee/Tea)	\$25	\$50 x # days _____	\$ _____
Sanctuary & Fellowship Hall with Kitchen when used as a serving Kitchen	\$30	\$60 x # days _____	\$ _____
RE Classroom	\$6	\$12 x # days _____	\$ _____
<b>For Community Groups</b>			
<u>Area to be rented</u>	<u>½ day</u>	<u>Full day</u>	<u>Total Rental amount</u>
Sanctuary & Fellowship Hall with minimal kitchen use (coffee/Tea)	\$50	\$100 x # days _____	\$ _____
Sanctuary & Fellowship Hall with Kitchen when used as a serving Kitchen	\$60	\$125 x # days _____	\$ _____
RE Classroom	\$12	\$25 x # days _____	\$ _____
<b>Total Rental Amount:</b>			\$ _____

**Please mail completed copy with your payment to:** HUUF, 1826 Mikrantip Rd SW, Bemidji MN 56601 **OR**

Email to: [events@headwatersuu.org](mailto:events@headwatersuu.org) . Payment is due 2 Days prior to event.

I have reviewed and agree to abide by the conditions set forth by the Headwaters Peace Center in the Facility Use Policy. Please inform the Facilities Coordinator of any changes/cancellations in a timely manner.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**For office use only:** Application received (date) \_\_\_\_\_ Date/Space availability confirmed \_\_\_\_\_

Approved by Signature \_\_\_\_\_ Date \_\_\_\_\_

## Headwaters Peace Center Facilities Use Policy and Fees

The Headwaters Unitarian Universalist Fellowship owns and operates the Headwaters Peace center. As a welcoming, liberal religious community the Headwaters Unitarian Universalist Fellowship (HUUF) seeks to build bridges within the Bemidji Community. Our vision is to Seek Truth, Practice love and celebrate life.

### Fellowship related events

- HUUF sponsored events are no cost (Meetings, concerts, book group etc.)
- Any person or group using or renting the facility must follow the current covid-19 plan as determined by the fellowships covid plan.

### Non-Profits

- First time is free
- Cost is ½ of community group rates

### Community groups

- See fees below
- Group must take full responsibility for cleaning up the area they used and for returning all tables and equipment to their proper place

### Members

- There is no fee for the use of classroom, fellowship hall, and Sanctuary for fellowship related activities. They must, however take full responsibility for cleaning up the area they used and for returning all tables and equipment to their proper place
- Members wishing to use the Facilities for non- HUUF related events will be charged at ½ the community rate

**Ongoing or multi-use rates:** If a group would like to schedule an ongoing event (weekly or monthly) a reduced rate will be considered/negotiated. Please contact the Facilities Coordinator.

Area to be rented	Non-Profits & Member			Community groups		
	½ day	Full day	Hourly	½ day	Full day	Hourly
Sanctuary & Fellowship Hall with minimal kitchen use (coffee/Tea)	\$25	\$50		\$50	\$100	
Sanctuary & Fellowship With Kitchen when used as a serving Kitchen	\$30	\$60		\$60	\$125	
RE Classroom	\$6	\$12		\$12	\$25	