

UNITY OF TUCSON
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Tucson, AZ 85718.7239
phone 520.577.3300
Fax: 577.3721

REQUEST TO USE SPACE FORM

(Please answer *all* questions even if only a "N/A" [non-applicable])

Date: _____

Group/Organization/Person making request: _____

Responsible Person if Group or Organization: _____

Address: _____ Zip: _____ Phone: _____

email: _____ (please print clearly...you know your email, we do not)

Specific dates and times of request: _____
(note: Saturdays after 6 p.m. are not available, and all space must be vacated by this time)

Possible alternate choices of times and dates: _____

Anticipated numbers of people in attendance: _____

(If numbers would change between different requested dates, be as specific as possible)

Purpose of meeting/s (if necessary, attach an outline or overview of intended objectives and subject matter to be covered):

Is a specific area in the Church requested? If so, specify: _____

(Note: Other activities in other parts of the Church may be taking place during this requested activity.)

If requested area/s are not within the building, will restroom facilities be requested? _____

Specific seating requests: _____

Will the activity require the use of Unity's piano/s ? _____. (Should a newly tuned piano/s be requested, the group or organization accepts responsibility for this tuning and will be required to use Rosano's Piano Service (only) - 747.1903, paying him directly. Then, depending on the size of the program, and how many people using the piano/s, a post activity tuning may be required. If the piano/s are repositioned, a post tuning may be required.)

Requested extras (podium/ use of PA system, chalkboard, digital projector etc.) _____

(A use of a single microphone will be provided if requested, use of PowerPoint, CD's or DVD's will necessitate staff and fees)

Will equipment be brought in that requires electricity? _____

If "Yes," list: _____

Will this activity ask an entrance fee for participants? _____

Amount: \$ _____

Will this activity need kitchen facilities? _____
(It is understood that the kitchen shall be cleaned after use.)

If a specific set-up is requested, is there a willingness to assist this happening as well as to return the area to its original set-up? _____ The exception to this being the Sanctuary chairs that are *not* to be moved or repositioned.

General information applicable to everyone who uses Unity's facility:

The Group or Activity sponsor is responsibility to insure that Unity's no smoking policy be enforced within the building. Beverages, and/or food, are not to be consumed in the Sanctuary. Alcohol (any) is not to be part of the requested function. If the use of the facility involves the entrance code or a key, it is understood that the code/key is not to be shared with anyone other than the person accepting responsibility for the activity without approval from Unity of Tucson.. The Group or Activity agrees to *appropriateness* while using Unity of Tucson's facilities, for while this usage of Unity's facility is not a Unity sponsored event, anything taking place at Unity nevertheless reflects on Unity and its mission. "Non-appropriate" is defined as anything verbal or non-verbal that either demeans or exults through humor, innuendo or statement, race, gender, office, religious or political preference, or sexual orientation. If a question is present concerning this requirement, it is expected that the Group or Activity submit a program, overview or script that would be reviewed by Unity prior to the requested activity. It is understood that any non-appropriate activity may cause immediate termination of this agreement without consideration to the immediate or future schedule of activities or any moneys paid.

Signs or similar are not to be attached or placed on any wall or door surfaces. If signage is required, free standing or similar must be used. It is requested that food or beverage use be monitored with the understanding that *only* water is permitted in the Sanctuary. (No coffee/tea/flavored water etc.)

If the Group or Activity is musical in nature, and if applicable, I the undersigned, agree to contact and register this event with ASCAP and to pay their fees directly to them, furnishing Unity of Tucson with a copy of the paid receipt. This fee, if any, shall be over and above all other fees covered in this agreement.

If approved a refundable deposit of \$_____ will be required. This amount to be returned within 5 working days after the scheduled event. This is for any damage to area of use.

If approved for an ongoing venue I understand that items brought cannot be left/stored in any area for future use.

If approved, a non-refundable fee of \$50 may be asked prior to this event being placed on Unity's Events Calendar. A negotiated space use fee shall be then due and payable the day of the event.

Signature: _____ Print _____
(Individual representing Group or Activity assuming responsibility for same)

Please do not write below this line)

Date request received: _____

Master schedule allows/does not allow for this usage

Specific concerns re: Master Schedule
