



Saving Lives and Changing Communities
711 Empire St. Fairfield Ca. 94533 (707) 419-4662

Facility Rental Application

Welcome to Unity Hall, please note the following facts:

1. Unity Hall is an independent non-profit organization created as a public benefit to inform and support individuals, families and the community in their fight against alcohol and other drugs.
2. Unity Hall has a membership club (Miracles Club) that **anyone may join**, which allows its members to utilize the facility for social and recreational purposes during times not rented to outside organizations.
3. Unity Hall is open (when staffed by volunteers) to the general public for information about and referrals to recovery and other social programs, public and private that are available in our area.
4. Unity Hall will only rent space in the facility to organizations and individuals for meetings, activities, and events directly related to recovery from alcohol and other drugs, including education on other life skills necessary for recovery and integration into society.
5. Absolutely **NO Alcoholic beverages, Drugs or Paraphernalia** are permitted in or around the facility.
6. All organizations and individuals using the facility must abide by "The 12 Principles of Unity Hall".

Fee Schedule:

Conference Room: Meetings that are open to the public will be charged \$15.00 per meeting for up to 15 people. Facility rental begins 15 min. before and ends 15 min. after scheduled meeting times for both 60 & 90 minute meetings. No early entry or late exit.

Main Room: Meetings open to the public will be charged \$20.00 per meeting for up to 49 people. Facility rental begins 15 min. before and ends 15 min. after scheduled meeting times for both 60 & 90 minute meetings. No early entry or late exit.

Prices for "private use" will be \$15.00 per hour for Conference Room and \$20.00 per hour for Main Room. Minimum time for rooms is 2 hours. Price for members of the Miracles Club in good standing for 3 months prior to event is half price.

All organizations and individuals requesting use of Unity Hall shall fill out an application/request form to be reviewed and approved by the Facility Coordinator, Committee or the Board of Directors at least 2 weeks prior to date requested. Deposit shall be included with application.

Monthly or weekly Recovery meetings, activities or events open to the public, free of charge are given priority over private or semi-private facility use requests.

Decisions made by the Facility Coordinator or Committee for use of Unity Hall may be appealed to the Board of Directors by written request prior to the next scheduled BOD meeting (Last Thursday of month at 5:30 pm)

All requests for reduction of fees must be approved by the Board of Directors.

A cleaning deposit of **\$25.00 will be required** for private events and will be returned if the facility is left clean.

Renters are responsible for set up and clean up to include coffee pot, counter, restrooms and conference room if used.

The terms of this agreement, for ongoing weekly / monthly events is for 1 year

Application/Request Form on reverse side.

Facility Rental Application

Name of Applicant: _____ Date: _____

Name and type of Organization: _____

Purpose of Organization: _____

Organization Address: _____ Phone: _____
_____ Fax: _____

Room(s) Requested: Main Room Conference Room

Planned use of facility: _____

Day(s) and Time requesting: _____

Total monthly hours: _____

One Time Event:

Date: _____ Start & End Time: _____ - _____

Weekly:

Every _____ Start time: _____ End time _____

Minimum 6 months commitment required.

Monthly:

Every _____ Start time: _____ End time _____

Minimum 6 month commitment required.

- **Weekly meetings take priority over monthly events.**
- **No Pets Allowed.**
- **\$5 fee for lost key.**
- **Renters are responsible for set-up, tear-down and clean-up of the facility in order to have cleaning deposit returned. NO food is to be left in the facility.**
- **Please empty trash only when they are full in order to conserve bags.**
- **When a new secretary is elected, the new secretary needs to turn key in to UHRC staff, do not forward key to new Group Secretary or Event Leader.**

My signature on this application indicates that my group is willing to abide by these rental conditions.

Signature

_____/_____/_____
Date

Facility use only

Amount of rent: _____

Deposit: _____

Total: _____

Please check appropriate box
[] one time [] weekly [] monthly

_____/_____/_____
Facility Director Date

_____/_____/_____
UHRC Representative Date