

**UNITY OF TUCSON**

3617 N Camino Blanco  
Tucson, AZ 85718.7239  
phone 520.577.3300

**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: \_\_\_\_\_

Specific dates and times of request: \_\_\_\_\_  
(note: Saturdays after 6 p.m. are not available)

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 or organ? \_\_\_\_\_. (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 *will* be required.)

Requested extras (podium/ use of PA system, chalkboard, etc.) : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 on any carpeted areas. 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/Activity agrees to pay reasonable charges for any damage to the facility or property. 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 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.

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 non-refundable fee of \$50 shall be due and payable prior to this event being placed on Unity's Events Calendar. An additional fee of 10% of gross income shall be then due and payable the day of the event if the Group or Activity makes any charge for the event. If no charge is made, I agree to negotiate with Unity for an appropriate use-fee (see third page of this agreement).

Signature: \_\_\_\_\_

(Individual representing Group or Activity assuming responsibility for same)

Please do not write below this line)

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Date request received: \_\_\_\_\_

Master schedule allows/does not allow for this usage

Specific concerns re: Master Schedule

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