

**Application for donation of rental space at the
First Unitarian Universalist Society of Albany**

On limited occasions during the year AUU's Social Responsibilities Council donates use of its facilities to nonprofit organizations with limited funding. An organization wishing to apply for donated rental space needs to show that its planned event is consistent with one of SRC's three focus areas:

1. Making a difference in the lives of children and families in the city of Albany.
2. Becoming a leader in sustainable environmental practices.
3. Advocating for public policies that are in line with our UU values and principles.

If you believe that your event meets the criteria for a donation, you need to:

1. Complete the rental application.
2. Complete this donation of rental space application.
3. Submit them both to Administrative Assistant, Sapphire Correa: office@albanyuu.org or in person, 405 Washington Ave. Albany, NY 12206.

Next steps:

1. Both you and the Administrative Assistant will be informed by the Social Responsibilities Council if your request for donated rental space was approved, either in whole or in part.
2. Whether your donation request was approved or not, the Administrative Assistant will contact you to see if you would like to move forward with completing a contract and paying any required fees.

Please complete the following section to request donation of rental space: (Attach additional information/literature if appropriate).

Name of your organization: _____

Address/location of organization: _____

Name of contact person: _____

Phone: _____ **Email:** _____

Mission of organization: _____

Description of the event for which donated space is requested: _____

Are you seeking ___ partial donation? (if yes, please enter amount here: _____) or ___ full donation?

Please note, if your donation application is approved, you may still be responsible for covering set-up/reset costs and building host costs. Sapphire will confirm these fees with you.

For office to complete:

Room rate and rental fees:

Building host costs:

Set-up/reset costs:

Total fees for rental: