**Event Coordinator/Sponsor Responsibilities**

*These rules apply to one-time events as well as continuing weekly or monthly meetings*

*Sponsored by a member of the UUFSD Congregation*

First and most importantly, please check with the Office Administrator for availability of the selected date for the event and request a reservation be made on the Fellowship calendar.

Should you need any staffing or audio/visual assistance, it is your responsibility as Event Coordinator or Sponsor to gather that information and, once you have the details, relay it to the Office Administrator so she may make arrangements with the staff. Please have this information to the Office Administrator as soon as possible after scheduling the event. The Administrator will be happy to give you contact information for the appropriate Congregational Members or Committees to assist you, if needed.

*As a Coordinator or Sponsor it is your responsibility to be the main contact for the Event and/or for the Renter.* This means that you are responsible for obtaining a one-day liquor license, if needed (must be received by the office 10 days prior to the event). If you need *childcare*, it is your responsibility to contact Alison Crotty at [alison@uufsd.org](mailto:alison@uufsd.org) at least two weeks before the event.

Please provide your phone and/or email contact information to the Administrator and respond promptly to questions.

Please abide by the UUFSD Site Rental and Building Use Regulations.

Represent UUFSD on site for the entire event or *designate a representative who will be responsible for the group and ensure all items on the checklist have been marked off at the end of the event*. This applies even if you have requested staffing. As Sponsor/Representative is your responsibility to make sure the checklist is completed.

Make sure all guests and caterers have departed premises after the event is over.

Member name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_