



UNITARIAN UNIVERSALIST FELLOWSHIP
309 30TH Avenue North
Clinton, Iowa 52732

Telephone 563-243-4972

INSTRUCTIONS FOR FILLING OUT CONTRACTS

A. Fill in every blank, following the instructions for each number, below. If the numbered blank does not apply, draw a line through it to signify that.

- [1] List the name of the party with whom we are contracting.
- [2] Here state services being offered or performed under this contract.
Example: janitorial, babysitting, or garbage services: weddings, Brownies, Partnership Way, MFSA, anyone using building space.
- [3] Terms of contract include: specific space (s) required, hours, days of week of usage for that area, and estimated number of people participating.
- [4] Financial arrangements include: amount of deposit required; due date of fee balance; proof of insurance received for those groups not officially sanctioned by Clinton UUF.
- [5] Time period of contract includes start and end dates.
- [6] Approvals and Signatures include: OK initialed and dated by member of Building & Grounds Committee or designated representative; signature of contract and date by UUF representative, and signature and date by contractor.

B. Sign **three** copies of completed contract. The UUF copy gets filed in office under "Finance Committee" business. One copy is for use of the Treasurer, and one copy is retained by contractee/contractor.