



4515 16<sup>th</sup> Ave NE, Seattle, WA 98105-4201  
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**Space available at University Congregational United Church of Christ (UCUCC)  
for Qualified Non-profit Organization**

Rm 105:	Approx. 26' x 35'	Approx. 910 square feet	Dedicated use
Rm 104:	Approx. 26' x 20'	Approx. 520 square feet	Shared space with UCUCC Youth

Also includes (shared): restroom, kitchen

Pilgrim Room might be available on weekdays for small meetings on a time-available scheduled/negotiated basis.

\$2000/month (approx. \$16/square foot)

Lease term: one year

Available approx. January 1, 2019

Features

Outside level access

Daylight basement

Includes electrical, heat, lights

Custodial services provided

Daily cleaning of bathroom

Daily emptying trash and recycle

Weekly vacuuming

Parking: 2-3 spaces on an as-available basis in church parking lot

Sublease possible, though UCUCC will need to approve any sublease.

**Open house** to see the still-occupied, before-some-renovations space:

Tuesday June 26 4:30pm – 5:30 pm

Inquiries/letters of interest to Wayne Wilson at [revww@aol.com](mailto:revww@aol.com)

We will ask you to provide information about your mission and organization to help us in our selection process. See attached. Insurance policy and hold-harmless clause will be part of any rental agreement.

## UNIVERSITY CONGREGATIONAL UNITED CHURCH OF CHRIST (UCUCC)

Request for Information from applicants interested in use of space in lower level of south wing of the UCUCC building

### Agency Summary

Please provide a brief description of your agency including:

- its mission,
- the year it originated,
- staff configuration, including the number employed and the types of positions held,
- a list of board members.
- a description of how your agency relates to the wider University District community
- the approximate number of people you serve each year and the estimated number/percentage of people you serve by ethnicity/race/gender/disability using demographics as you currently collect them.

### Programs, Services and Space Use

- Provide a description of the new or existing programs/activities/uses you propose to carry out in this space. Explain why this space would be particularly appropriate for the uses you propose. Include what needs would go unmet if you are not selected.
- How do these activities/uses of the space(s) relate to your mission? Please address how this use meets urgent and/or critical needs of the community you serve, especially those on the margins of society.
- What days of the week and hours each day would you use the space(s)? If you are submitting a joint proposal, please break-out your requested building usage by each agency.
- If you are submitting a joint proposal, please describe how you propose to share the space available. What potential advantages do you see in sharing space? What constraints could there be on sharing space with other programs?
- What impacts (positive and negative) do you foresee on any current programs offered in the UCUCC building? How will you flexibly accommodate other programs? If there are potential negative impact, how might these be mitigated?

### Facility Use Costs and Budget

- What UCUCC accommodations in procedures and/or facility modifications do you foresee will be needed for you to use the space?
- What security, cleaning, parking and other services do you foresee being needed for the space you are requesting?
- What do you propose to allocate for one-time and on-going costs associated with the requested use of UCUCC facility space? What items will that allocation cover?
- Please provide an agency operating budget with any relevant notes.

Please limit your proposal to a maximum of ten pages, and submit your proposal by **Friday July 20** to UCUCC, c/o Wayne Wilson, [revww@aol.com](mailto:revww@aol.com).