

First Unitarian Church
801 East Washington St.
South Bend, IN 46617

Procedures for the One-time Use of the Church Facilities

1. **Reservation Requests:** Reservation requests are to be submitted to the church office. Each request is to include: date, time (start and finish), spaced desired, a description of the event planned, number of people expected, church equipment needed, plans for set-up and clean up, and the name of the person and organization responsible for the event. To avoid disappointment, applications for the use of the facilities should be made as far in advance as possible but no less than one week prior to the date of the event.
2. **Priority Rules:** The regular Church programs have priority over one-time events. All non-regular events will be entered on the church calendar ("Calendar") on a first-come, first-serve basis. Regular or recurring events will appear on the Calendar to aid scheduling difficulties.
3. **Usage Rates (Non Church Sponsored Events):** Payment is due with application. Personal use by Church members is allowed but is not considered sponsored; they receive a 50% discount. These member events are subject to priority rules.
4. **Alcohol:** Alcohol may be served and consumed on the Church premises only if approved by the Board.
 - a. The Board reserves the right to refuse permission for the consumption of alcohol at its discretion.
 - b. Alcohol may be served, but it must not be sold on the premises. All applicable state laws must be observed.
 - c. A refundable damage deposit of \$200 must be made to the Church at least one week prior to the scheduled event if alcohol is to be served.
 - d. A pre-assigned church member must be present to enforce this policy at any event.
 - e. Any additional costs associated with insurance or security will be added to the usage fee.
5. **Cleanup:** The area that has been used must be left as found, e.g. all decorations removed, chairs and tables replaced, trash bagged and placed in trash container, dishes washed and put away, windows and doors locked. If janitorial services are needed beyond routine cleaning, the group will be billed accordingly.
6. **Access:** Arrangements for having the building opened and closed must be determined before the usage agreement is signed.
7. **Damage:** Any damages which occur during a group's use of the building must be reported to the Church Office immediately. All costs for damages must be paid for

immediately. Groups using the facilities will be liable for damage to church property and security false alarm fees.

8. Any special request for offsite use of dishes, pots & pans, silverware, lawn and garden equipment, audio visual equipment, or any other Church property must be submitted to the Church Office and approved by the BOT. See also Short-term Loan of Church Property Policy for other instruction and limitations regarding coffee urns, folding chairs, and tables.

9. The church reserves the right to assign a designated representative to be present during the duration of the event.

Fees	Hourly (Minimum 1 hour)	Daily (Maximum)
Sanctuary	\$80	\$600*
Lobby	\$40	\$300*
Warming Kitchen	\$20	\$200*
Meeting Room	\$20	\$150*

From Approved Wedding Brochure:

Fees – all checks should be made payable to First Unitarian Church.

Wedding only - \$600. This includes your rehearsal, access to the sanctuary for setting up decorations, use of sanctuary, dressing rooms, and sound system during the ceremony.

Wedding and reception - \$950. This includes your rehearsal, use of sanctuary, dressing rooms, and sound system during the ceremony. For the reception you will need to hire your own DJ or musician and provide your own sound system.

Non-refundable deposit: one half (\$300 or \$475) of the total fee serves as a non-refundable deposit and is due when your wedding date is approved by the minister and church office. Full payment is due one month prior to your wedding date.