

## Procedures for the One-time Use First Unitarian Church

1. **Building Use Requests:** Requests, for building use, are to be submitted to the church office. Each request is to include: date, time (start and finish, including set-up and clean up time), space 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. Requests for the use of the facilities should be made as far in advance as possible. For non-church events, the *Non-Church Building Use Request* form must be complete.
2. **Priority Rules:** The regular Church programs normally 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. **Alcohol:** Alcohol may be served and consumed on the Church premises only if approved by the BOT or its representative.
  - a. Approval for consumption of alcohol is at the discretion of the BOT or its representative.
  - b. Alcohol 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. This applies to both members and non-members.
  - d. The *Building Use Coordinator* 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.
4. **Cleanup:** *Building User* must follow requirements outlined in *Building Use Agreement*. If janitorial services are needed beyond routine cleaning, the group will be billed accordingly.
5. **Coordinators:** Arrangements for having the building opened and closed *by a Building Use Coordinator* must be determined before the *Building Use Agreement* is signed. If the sound system is needed, the name of a *Sound System Coordinator* must also be on the *Building Use Agreement* prior to signing.
6. **Damage:** The *Building Use Coordinator* should report any damages which occur during non-church building use to the Church Office or the Building and Grounds Committee immediately. *Building user* will be liable for damage to church property.
7. **See "Equipment Use Agreement"** for fees of offsite use of church property.
8. **General Usage Fees:** Set up time must be included in rental time. Clean-up time is no charge.

Fees	Hourly (Minimum 1 hour)	Daily Maximum
Sanctuary	\$80	\$600*
Lobby	\$40	\$300*
Warming Kitchen	\$20	\$200*
Meeting Room	\$20	\$150*
Conference Room	\$30	\$250

Note: Personal use by Church members or staff may receive a 50% discount.

**9. Fee Payment:** For general usage fees, payment is due with signed Building Use Agreement. For bundled wedding fees a non-refundable deposit of one half of the total fee serves as a non-refundable deposit and is due with the signed building use agreement. Full payment is due one month prior to the wedding date.

**10. Bundled Wedding Fees:** For smaller weddings, General Usage fees above may be used. However, for larger weddings, the following bundled fees may be used.

Wedding only - \$600. This includes your rehearsal, 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.

Rehearsal Dinner- additional \$100. This includes use of warming kitchen, conference room and lobby.

Members receive a 50 % discount on bundled wedding fees.

#### **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.

***Rehearsal Dinner - additional \$100 - this includes use of warming kitchen, conference room and lobby.***

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.

***For smaller weddings, please inquire about hourly building use fees.***

#### **11. Building Use Guidelines Following a Memorial Service or Funeral:**

The church is open to church members to use as a reception area following a memorial service or funeral. The reception is for all members and attendees of the memorial service. If the family wishes the reception to be limited to only family or a select few, an alternative site will be required.

For a reception following a memorial service or funeral, the church will supply coffee and finger foods. Any additional food requested by the family will be paid for by the family. The church will provide volunteers to serve and clean up.