

## **Building Use Policy**

### **Guidelines:**

For use of building by Church Groups and Committees for church business:	Free
For Church Members and Contributing Friends, Use of the building for religious or rites of passage events (Including weddings, funerals, child dedications)	Free
For Church Members and Contributing Friends, Use of the building for personal events like retirement parties, baby showers, other non-church events	Reduced Rate
For Church Members and Contributing Friends, Use of building for classes, regular meetings, or other gatherings	Reduced Rate
Non-Member groups or classes	Regular Rate
Business Groups	Regular Rate
Non-Profit Groups	Reduced Rate
Support Groups (AA, Al-Anon, Narc-Anon) and Survivor Groups Voluntary contribution based on attendance (Donation amount predetermined)	Variable
Multi Use Policy is defined as regular repeated use of our facility.	Multi use
Single Use Policy is defined as a one-time use of our facility	Single use

### **Pricing**

**Custodial Fee:** Non-church weekend events require a custodial fee. Non-church weekday events may also require a custodial fee dependent upon the event and the availability of a custodian.

Please see tables below for complete information on room descriptions and prices.

***All fees are subject to change without notice. We reserve the right to accept or decline any facility use request based on its compatibility with the principles and goals of First Unitarian Church.***

**Regular Building Use Fee Schedule  
Non-member Groups/Classes**

<b>Non-Member Groups / Classes</b>	<b>Regular Rate</b>	<b>Regular Rate</b>	<b>Regular Rate</b>	<b>Regular Rate</b>
<b>Room Name and Description</b>	<b>Weekend All Day</b>	<b>Weekend Hourly</b>	<b>Weekday All Day</b>	<b>Weekday Hourly</b>
<b>Sanctuary (3 hour minimum)</b> Holds 225	<b>465</b>	<b>90</b>	<b>350</b>	<b>75</b>
<b>Sanctuary, Parish Hall, Kitchen &amp; Warner Room (3 hour minimum)</b>	<b>690</b>	<b>140</b>	<b>500</b>	<b>105</b>
<b>Sanctuary, PH &amp; WR (3 hour minimum)</b>	<b>560</b>	<b>115</b>	<b>425</b>	<b>85</b>
<b>Parish Hall &amp; Warner Room **</b> # 85-100 w. tables and chairs	<b>360</b>	<b>75</b>	<b>275</b>	<b>55</b>
<b>Parish Hall, Kitchen &amp; Warner Room</b> # 85-100 w. tables and chairs	<b>425</b>	<b>85</b>	<b>345</b>	<b>65</b>
<b>Warner Room</b> Casual seating for 6-7	<b>70</b>	<b>45</b>	<b>70</b>	<b>45</b>
<b>Kitchen</b>	<b>120</b>	<b>25</b>	<b>90</b>	<b>20</b>
<b>Library *</b> (Not available Sunday AM) # 20-24 w. (3) 6' tables & chairs	<b>Sat all day and Sun PM only 90</b>	<b>Sat all day and Sun PM only 45</b>	<b>90</b>	<b>45</b>
	<b>Sun AM N/A</b>	<b>Sun AM N/A</b>		
<b>Brunner Chapel *</b> # 75-100 w. chairs (tight) 60 w. chairs comfortable	<b>360</b>	<b>75</b>	<b>275</b>	<b>55</b>
<b>Youth Center * (evenings and weekends only)</b> # 49 w. chairs	<b>215</b>	<b>60</b>	<b>n/a</b>	<b>n/a</b>
<b>Music Room (evenings only)</b> # 45 w. chairs	<b>215</b>	<b>60</b>	<b>N/A</b>	<b>50</b>
<b>Room 25</b> # 25 w. tables & chairs	<b>90</b>	<b>45</b>	<b>90</b>	<b>45</b>
<b>Room 26</b> # 20-24 (3) tables (Kitchenette w/refrigerator & sink)	<b>90</b>	<b>45</b>	<b>90</b>	<b>45</b>
<b>Room 27</b> # 20-20 (3) 4' tables Chalk board & flip charts (sink)	<b>90</b>	<b>45</b>	<b>90</b>	<b>45</b>
<b>Room 29</b> # 40 w. chairs – tight # 25 w. tables & chairs (sink)	<b>90</b>	<b>45</b>	<b>90</b>	<b>45</b>
<b>Room 30</b> # 25 w. tables & chairs (sink)	<b>90</b>	<b>45</b>	<b>90</b>	<b>45</b>

**Reduced Rate Building Use Fee Schedule  
Church Members & Contributing Friends  
Non-Church Business**

<b>Church Members &amp; Contributing Friends</b>	<b>Reduced Rate</b>	<b>Reduced Rate</b>	<b>Reduced Rate</b>	<b>Reduced Rate</b>
<b>Room Name and Description</b>	<b>Weekend All Day</b>	<b>Weekend Hourly</b>	<b>Weekday All Day</b>	<b>Weekday Hourly</b>
<b>Sanctuary (3 hour minimum)</b> Holds 225	215	45	160	35
<b>Sanctuary, Parish Hall, Kitchen &amp; Warner Room (3 hour minimum)</b>	320	65	240	50
<b>Sanctuary, PH &amp; WR (3 hour minimum)</b>	260	55	200	40
<b>Parish Hall &amp; Warner Room **</b> # 85-100 w. tables and chairs	165	35	125	30
<b>Parish Hall, Kitchen &amp; Warner Room</b> # 85-100 w. tables and chairs	195	40	160	30
<b>Warner Room</b> Casual seating for 6-7	35	22	34	22
<b>Kitchen</b>	55	12	85	19
<b>Library *</b> (Not available Sunday AM) # 20-24 w. (3) 6' tables & chairs	<b>Sat all day and Sun PM only</b> 40	<b>Sat all day and Sun PM only</b> 22	40	22
	<b>Sun AM</b> N/A	<b>Sun AM</b> N/A		
<b>Brunner Chapel *</b> # 75-100 w. chairs (tight) 60 w. chairs comfortable	165	35	125	30
<b>Youth Center *(evenings and weekends only)</b> # 49 w. chairs	100	30	n/a	n/a
<b>Music Room (evenings only)</b> # 45 w. chairs	100	30	75	25
<b>Room 25</b> # 25 w. tables & chairs	40	22	40	22
<b>Room 26</b> # 20-24 (3) tables (Kitchenette w/refrigerator & sink)	40	22	40	22
<b>Room 27</b> # 20-20 (3) 4' tables Chalk board & flip charts (sink)	40	22	40	22
<b>Room 29</b> # 40 w. chairs – tight # 25 w. tables & chairs (sink)	40	22	40	22

**Multi Use Rate Building Use Fee Schedule  
(Regular repeated use of the building)**

	Multi Use	Multi Use	Multi Use	Multi Use
Room Name and Description	Weekend All Day	Weekend Hourly	Weekday All Day	Weekday Hourly
<b>Sanctuary (3 hour minimum)</b> Holds 225	<b>415</b>	<b>85</b>	<b>315</b>	<b>65</b>
<b>Sanctuary, Parish Hall, Kitchen &amp; Warner Room (3 hour minimum)</b>	<b>625</b>	<b>125</b>	<b>465</b>	<b>90</b>
<b>Sanctuary, PH &amp; WR (3 hour minimum)</b>	<b>505</b>	<b>105</b>	<b>380</b>	<b>80</b>
<b>Parish Hall &amp; Warner Room **</b> # 85-100 w. tables and chairs	<b>325</b>	<b>65</b>	<b>245</b>	<b>50</b>
<b>Parish Hall, Kitchen &amp; Warner Room</b> # 85-100 w. tables and chairs	<b>380</b>	<b>80</b>	<b>310</b>	<b>60</b>
<b>Warner Room</b> Casual seating for 6-7	<b>60</b>	<b>40</b>	<b>60</b>	<b>40</b>
<b>Kitchen</b>	<b>110</b>	<b>25</b>	<b>85</b>	<b>20</b>
<b>Library *</b> (Not available Sunday AM) # 20-24 w. (3) 6' tables & chairs	<b>Sat all day and Sun PM only 80</b>	<b>Sat all day and Sun PM only 40</b>	<b>65</b>	<b>33</b>
	<b>Sun AM N/A</b>	<b>Sun AM N/A</b>		
<b>Brunner Chapel *</b> # 75-100 w. chairs (tight) 60 w. chairs comfortable	<b>325</b>	<b>65</b>	<b>245</b>	<b>40</b>
<b>Youth Center *(evenings and weekends only)</b> # 49 w. chairs	<b>190</b>	<b>55</b>	<b>n/a</b>	<b>n/a</b>
<b>Music Room (evenings only)</b> # 45 w. chairs	<b>190</b>	<b>55</b>	<b>n/a</b>	<b>45 (PM Only)</b>
<b>Room 25</b> # 25 w. tables & chairs	<b>80</b>	<b>40</b>	<b>80</b>	<b>40</b>
<b>Room 26</b> # 20-24 (3) tables (Kitchenette w/refrigerator & sink)	<b>80</b>	<b>40</b>	<b>80</b>	<b>40</b>
<b>Room 27</b> # 20-20 (3) 4' tables Chalk board & flip charts (sink)	<b>80</b>	<b>40</b>	<b>80</b>	<b>40</b>
<b>Room 29</b> # 40 w. chairs – tight # 25 w. tables & chairs (sink)	<b>80</b>	<b>40</b>	<b>80</b>	<b>40</b>

\* Internet connection available

\*\*Parish Hall cannot rent w/o Warner Room: Warner Room can be rented alone.

