

Building Use Policy
November 2017

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
For Church Members and Contributing Friends, Use of building for other non church business	Reduced

Non-Member groups or classes	Regular
Business Groups	Regular
Non-Profit Groups	Reduced
Support Groups (AA, Al-Anon, Narc-Anon) and Survivor Groups	Negotiable
Multi Use Policy is defined as regular repeated use of our facility By any non-member church group or person	Multi use
Single Use Policy is defined as a one-time use of our facility	Single use

Custodial Fee: Saturday 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 on next page 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 Rate
Non-Member Groups and Classes
1 time use**

Room Name & Description	Weekend All Day	Weekend Hourly	Weekday All Day	Weekday Hourly
<i>Sanctuary Holds 225</i>	465	90	350	75
<i>Sanctuary, Parish Hall, Kitchen & Warner Room</i>	690	140	500	105
<i>Sanctuary, Parish Hall & Warner Room</i>	560	115	425	85
<i>Parish Hall & Warner Room (rent together)</i> Parish Hall seats 85-100 with tables and chairs	360	75	275	55
<i>Parish Hall, Kitchen & Warner Room</i> Parish Hall seats 85-100 with tables and chairs	425	85	345	65
<i>Warner Room</i> Casual seating for 6-10 people	70	45	70	45
<i>Kitchen</i>	120	25	90	20
<i>Library</i> Not available Sunday mornings 20 maximum with tables in middle plus chairs	90	45	85	40
<i>Brunner Chapel</i> 75-100 with chairs tight 60 with chairs comfortable Can have tables plus chairs and seat about 45-50	325	70	250	50
<i>Youth Center</i> Weekends and Weeknights only 49 with chairs 25 with tables and chairs	215	60	n/a	30
<i>Music Room</i> Evenings and Saturdays only but check with Music Director before booking, 45 with chairs	215	60	n/a	30
<i>Room 25</i> Conference and computer equipment 25 with tables and chairs	90	45	90	45
<i>Room 26</i> Only available evenings and weekends 20-24 usual set up is tables in middle with chairs around	90	45	90	45
<i>Room 27 Youth Group Room</i> Sofa plus 4 high tables and 16 chairs, Sink and whiteboard, best for smaller discussion groups, no set up changes	45	25	45	25
<i>Room 28</i> General purpose, 20-24 with tables and chairs Up to 30 with no tables, 20 with tables	90	45	90	45
<i>Room 29</i> Set up for Children, only suitable for small group who can sit at one table (4-6 people)	45	25	45	25
<i>Room 30</i> Up to 30 chairs only, or 20 with tables	90	45	90	45

Multi Use Rate
Non-Member Groups and Classes
Discounted for Multi Use

Room Name & Description	Weekend All Day	Weekend Hourly	Weekday All Day	Weekday Hourly
<i>Sanctuary Holds 225</i>	415	85	315	65
<i>Sanctuary, Parish Hall, Kitchen & Warner Room</i>	625	125	465	90
<i>Sanctuary, Parish Hall & Warner Room</i>	505	105	380	80
<i>Parish Hall & Warner Room (rent together)</i> Parish Hall seats 85-100 with tables and chairs	325	65	245	50
<i>Parish Hall, Kitchen & Warner Room</i> Parish Hall seats 85-100 with tables and chairs	380	80	310	60
<i>Warner Room</i> Casual seating for 6-10 people	60	40	60	40
<i>Kitchen</i>	85	20	85	18
<i>Library</i> Not available Sunday mornings 20 maximum with tables in middle plus chairs	80	40	80	35
<i>Brunner Chapel</i> 75-100 with chairs tight 60 with chairs comfortable Can have tables plus chairs and seat about 45-50	300	65	245	40
<i>Youth Center</i> Weekends and Weeknights only 49 with chairs 25 with tables and chairs	190	55	n/a	25
<i>Music Room</i> Evenings and Saturdays only but check with Music Director before booking, 45 with chairs	190	55	n/a	25
<i>Room 25</i> Conference and computer equipment 25 with tables and chairs	80	40	80	40
<i>Room 26</i> Only available evenings and weekends 20-24 usual set up is tables in middle with chairs around	80	40	80	40
<i>Room 27 Youth Group Room</i> Sofa plus 4 high tables and 16 chairs, Sink and whiteboard, best for smaller discussion groups, no set up changes	40	20	40	20
<i>Room 28</i> General purpose, 20-24 with tables and chairs Up to 30 with no tables, 20 with tables	80	40	80	40
<i>Room 29</i> Set up for Children, only suitable for small group who can sit at one table (4-6 people)	40	20	40	20
<i>Room 30</i> Up to 30 chairs only, or 20 with tables	80	40	80	40

**Reduced Rate
Church Members and Contributing Friends
Non-Church Business**

Room Name & Description	Weekend All Day	Weekend Hourly	Weekday All Day	Weekday Hourly
<i>Sanctuary Holds 225</i>	215	45	160	35
<i>Sanctuary, Parish Hall, Kitchen & Warner Room</i>	320	65	240	50
<i>Sanctuary, Parish Hall & Warner Room</i>	260	55	200	40
<i>Parish Hall & Warner Room (rent together)</i> Parish Hall seats 85-100 with tables and chairs	165	35	125	30
<i>Parish Hall, Kitchen & Warner Room</i> Parish Hall seats 85-100 with tables and chairs	195	40	160	30
<i>Warner Room</i> Casual seating for 6-10 people	35	22	35	22
<i>Kitchen</i>	55	12	45	10
<i>Library</i> Not available Sunday mornings 20 maximum with tables in middle plus chairs	40	22	40	22
<i>Brunner Chapel</i> 75-100 with chairs tight 60 with chairs comfortable Can have tables plus chairs and seat about 45-50	150	35	125	30
<i>Youth Center</i> Weekends and Weeknights only 49 with chairs 25 with tables and chairs	100	30	n/a	20
<i>Music Room</i> Evenings and Saturdays only but check with Music Director before booking, 45 with chairs	100	30	n/a	20
<i>Room 25</i> Conference and computer equipment 25 with tables and chairs	45	22	40	22
<i>Room 26</i> Only available evenings and weekends 20-24 usual set up is tables in middle with chairs around	45	22	40	22
<i>Room 27 Youth Group Room</i> Sofa plus 4 high tables and 16 chairs, Sink and whiteboard, best for smaller discussion groups, no set up changes	25	15	25	15
<i>Room 28</i> General purpose, 20-24 with tables and chairs Up to 30 with no tables, 20 with tables	45	22	40	22
<i>Room 29</i> Set up for Children, only suitable for small group who can sit at one table (4-6 people)	25	15	25	15
<i>Room 30</i> Up to 30 chairs only, or 20 with tables	45	22	40	22