

**Building Use Policy**  
**September 2022**

**Guidelines:**

|   |         |
|---|---------|
| For use of building by Church Groups and Committees for church business:  | Free    |
| For Church Members and Contributing Friends,<br>Use of the building for religious or rites of passage events<br>(Including weddings, funerals, child dedications) | Free    |
| For Church Members and Contributing Friends,<br>Use of the building for personal events like retirement parties,<br>baby showers, other non-church events         | Reduced |
| For Church Members and Contributing Friends,<br>Use of building for other non-church business   | Reduced |

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|   |            |
|---|------------|
| 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<br>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.

**Audio Visual Fee:** Some rooms require an AV tech support fee and some have self-service AV equipment.

***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**

| <b>Room Name &amp; Description</b>   | <b>Weekend All Day (&gt;4 hr)</b> | <b>Weekend Hourly</b> | <b>Weekday All Day (&gt;4 hr)</b> | <b>Weekday Hourly</b> |
|--|-----------------------------------|-----------------------|-----------------------------------|-----------------------|
| <i>Sanctuary Holds 225 - AV Available (fee)</i>  | 525                               | 107                   | 395                               | 85                    |
| <i>Sanctuary, Parish Hall, Kitchen &amp; Warner Room - AV Available (fee)</i>  | 780                               | 160                   | 565                               | 120                   |
| <i>Sanctuary, Parish Hall &amp; Warner Room - AV Available (fee)</i>   | 630                               | 130                   | 480                               | 96                    |
| <i>Parish Hall &amp; Warner Room (rent together) - AV Available (fee for full service, hookup to your laptop available no fee)<br/>Parish Hall seats 85-100 with tables and chairs</i> | 400                               | 85                    | 310                               | 62                    |
| <i>Parish Hall, Kitchen &amp; Warner Room - (fee for full service, hookup to your laptop available no fee)Parish Hall seats 85-100 with tables and chairs</i>                          | 480                               | 96                    | 390                               | 75                    |
| <i>Warner Room<br/>Casual seating for 6-10 people</i>  | 80                                | 50                    | 75                                | 45                    |
| <i>Kitchen</i>   | 135                               | 28                    | 100                               | 23                    |
| <i>Brunner Chapel - AV available (self-service)<br/>75-100 with chairs tight<br/>60 with chairs comfortable<br/>Can have tables plus chairs and seat about 45-50</i>                   | 365                               | 80                    | 280                               | 55                    |
| <i>Youth Center<br/>Weekends and Weeknights only<br/>49 with chairs 25 with tables and chairs</i>  | 245                               | 65                    | n/a                               | 35                    |
| <i>Music Room/Library<br/>Evenings and Saturdays only but check with Music Director before booking, 45 with chairs</i>   | 245                               | 65                    | n/a                               | 35                    |
| <i>Room 25 AV available (self-service)<br/>25 with tables and chairs</i>   | 150                               | 50                    | 90                                | 45                    |
| <i>Room 26<br/>Only available evenings and weekends<br/>20-24 usual set up is tables in middle with chairs around</i>  | 125                               | 45                    | n/a                               | 40                    |
| <i>Room 27 Youth Group Room – AV Available (self-service)<br/>Sofa plus 4 high tables and 16 chairs, Sink and whiteboard, best for smaller discussion groups, no set up changes</i>    | 75                                | 25                    | 75                                | 25                    |
| <i>Room 28<br/>General purpose, 20-24 with tables and chairs<br/>Up to 30 with no tables, 20 with tables</i>   | 125                               | 45                    | 125                               | 45                    |
| <i>Room 29<br/>Set up for Children, only suitable for small group who can sit at one table (4-6 people)</i>  | 90                                | 45                    | 90                                | 45                    |
| <i>Room 30 - AV available (self service)<br/>Up to 30 chairs only, or 20 with tables</i>   | 150                               | 50                    | 90                                | 45                    |

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

| <b>Room Name &amp; Description</b>   | <b>Weekend All Day</b> | <b>Weekend Hourly</b> | <b>Weekday All Day</b> | <b>Weekday Hourly</b> |
|--|------------------------|-----------------------|------------------------|-----------------------|
| <i>Sanctuary Holds 225 - AV Available (fee)</i>  | 470                    | 95                    | 355                    | 75                    |
| <i>Sanctuary, Parish Hall, Kitchen &amp; Warner Room - AV Available (fee)</i>  | 700                    | 140                   | 510                    | 105                   |
| <i>Sanctuary, Parish Hall &amp; Warner Room - AV Available (fee)</i>   | 565                    | 115                   | 430                    | 85                    |
| <i>Parish Hall &amp; Warner Room (rent together) - AV Available (fee for full service, hookup to your laptop available no fee)<br/>Parish Hall seats 85-100 with tables and chairs</i> | 360                    | 75                    | 280                    | 55                    |
| <i>Parish Hall, Kitchen &amp; Warner Room - (fee for full service, hookup to your laptop available no fee)Parish Hall seats 85-100 with tables and chairs</i>                          | 430                    | 85                    | 350                    | 65                    |
| <i>Warner Room<br/>Casual seating for 6-10 people</i>  | 70                     | 45                    | 65                     | 40                    |
| <i>Kitchen</i>   | 120                    | 25                    | 90                     | 20                    |
| <i>Brunner Chapel - AV available (self-service)<br/>75-100 with chairs tight<br/>60 with chairs comfortable<br/>Can have tables plus chairs and seat about 45-50</i>                   | 330                    | 72                    | 250                    | 50                    |
| <i>Youth Center<br/>Weekends and Weeknights only<br/>49 with chairs 25 with tables and chairs</i>  | 220                    | 60                    | n/a                    | 30                    |
| <i>Music Room/Library<br/>Evenings and Saturdays only but check with Music Director before booking, 45 with chairs</i>   | 220                    | 60                    | n/a                    | 30                    |
| <i>Room 25 AV available (self-service)<br/>25 with tables and chairs</i>   | 135                    | 45                    | 80                     | 40                    |
| <i>Room 26<br/>Only available evenings and weekends<br/>20-24 usual set up is tables in middle with chairs around</i>  | 115                    | 40                    | n/a                    | 36                    |
| <i>Room 27 Youth Group Room – AV Available (self-service)<br/>Sofa plus 4 high tables and 16 chairs, Sink and whiteboard, best for smaller discussion groups, no set up changes</i>    | 65                     | 20                    | 65                     | 20                    |
| <i>Room 28<br/>General purpose, 20-24 with tables and chairs<br/>Up to 30 with no tables, 20 with tables</i>   | 115                    | 40                    | 115                    | 40                    |
| <i>Room 29<br/>Set up for Children, only suitable for small group who can sit at one table (4-6 people)</i>  | 80                     | 40                    | 80                     | 40                    |
| <i>Room 30 - AV available (self service)<br/>Up to 30 chairs only, or 20 with tables</i>   | 135                    | 40                    | 135                    | 40                    |

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

| <b>Room Name &amp; Description</b>  | <b>Weekend All Day</b> | <b>Weekend Hourly</b> | <b>Weekday All Day</b> | <b>Weekday Hourly</b> |
|---|------------------------|-----------------------|------------------------|-----------------------|
| <i>Sanctuary Holds 225 - AV Available (fee)</i>   | 265                    | 55                    | 195                    | 42                    |
| <i>Sanctuary, Parish Hall, Kitchen &amp; Warner Room - AV Available (fee)</i>   | 390                    | 65                    | 240                    | 50                    |
| <i>Sanctuary, Parish Hall &amp; Warner Room - AV Available (fee)</i>  | 260                    | 55                    | 200                    | 40                    |
| <i>Parish Hall &amp; Warner Room (rent together) - AV Available (fee for full service, hookup to your laptop available no fee) Parish Hall seats 85-100 with tables and chairs</i>  | 200                    | 43                    | 155                    | 31                    |
| <i>Parish Hall, Kitchen &amp; Warner Room - (fee for full service, hookup to your laptop available no fee) Parish Hall seats 85-100 with tables and chairs</i>                      | 240                    | 48                    | 195                    | 37                    |
| <i>Warner Room<br/>Casual seating for 6-10 people</i>   | 40                     | 25                    | 37                     | 22                    |
| <i>Kitchen</i>  | 68                     | 14                    | 50                     | 11                    |
| <i>Brunner Chapel - AV available (self-service)<br/>75-100 with chairs tight<br/>60 with chairs comfortable<br/>Can have tables plus chairs and seat about 45-50</i>                | 182                    | 40                    | 140                    | 27                    |
| <i>Youth Center<br/>Weekends and Weeknights only<br/>49 with chairs 25 with tables and chairs</i>   | 125                    | 33                    | n/a                    | 18                    |
| <i>Music Room/Library<br/>Evenings and Saturdays only but check with Music Director before booking, 45 with chairs</i>  | 125                    | 33                    | n/a                    | 18                    |
| <i>Room 25 AV available (self-service)<br/>25 with tables and chairs</i>  | 75                     | 25                    | 45                     | 22                    |
| <i>Room 26<br/>Only available evenings and weekends<br/>20-24 usual set up is tables in middle with chairs around</i>   | 63                     | 22                    | n/a                    | 20                    |
| <i>Room 27 Youth Group Room – AV Available (self-service)<br/>Sofa plus 4 high tables and 16 chairs, Sink and whiteboard, best for smaller discussion groups, no set up changes</i> | 37                     | 12                    | 37                     | 12                    |
| <i>Room 28<br/>General purpose, 20-24 with tables and chairs<br/>Up to 30 with no tables, 20 with tables</i>  | 62                     | 22                    | 62                     | 22                    |
| <i>Room 29<br/>Set up for Children, only suitable for small group who can sit at one table (4-6 people)</i>   | 45                     | 23                    | 45                     | 23                    |
| <i>Room 30 - AV available (self service)<br/>Up to 30 chairs only, or 20 with tables</i>  | 75                     | 25                    | 45                     | 23                    |