

UUFЕ PROPERTY RENTAL FEE SCHEDULE – Appendix A

Small events, as meeting or wedding ceremony (without reception)

	Non-member	Member*
Meeting Room/Sanctuary-up to 3hrs.	\$200.00	\$50.00
Gathering Room-up to 3 hrs.	\$200.00	\$50.00
Each additional hour either room	\$ 40.00	\$10.00
Forum Room or room downstairs from Meeting Room	\$ 30.00	\$10.00
Kitchen – low use	\$ 25.00	\$ 5.00

Large events as wedding with reception

	Non-member	Member
Meeting Room/Sanctuary AND Gathering room-up to 7 hrs	\$500.00	\$100.00
Forum Room or room downstairs from Meeting Room	\$ 30.00	\$ 10.00
Kitchen – low use**	\$ 45.00	\$ 10.00
High use***	\$ 125.00	\$ 25.00

All event rentals:

	Non-members	Members
Refundable Security Deposit	\$200.00	\$ 50.00
Piano Use	\$ 50.00	\$ 20.00
Sound System Use/Sound Technician	\$ 50.00/Hrly rate	\$ 15.00

The rental fee includes use of the parking lots, playground, indoor space and restrooms, use of tables and chairs, as well as kitchen dishes and flatware. Items not available for use or rental include: office or its equipment, library, sanctuary chalice, church's cloth or disposable tablecloths or napkins, church's candles, church's disposable plates, cups and flatware.

Contracted rental time includes setup and breakdown time for the caterer.

The security deposit is due when the rental contract or lease agreement is signed. The rental fee is due 30 days prior to the event.

*Member fee schedule applies only for non-profit events. For events at which an admission fee is charged, the rental fee may include a percentage of admission fees.

**Low use – serving of coffee, tea, light refreshment, minimal refreshment

***High use – use of all aspects of the kitchen for refreshments through the day and meal preparation and serving.

These fees are subject to change without notice. Regular long-term rates at discretion of the UUFЕ Board.

Policy drafted/approved: 8/18/10