

UUCA Rental Policy 2017

Approved by Board of Trustees April 20, 2017. Effective July 1, 2017

Table of Fees

	Non Profit Groups	Private Groups
	Under 3 hrs.*	Under 3 hrs.*
Chapel	\$150	\$300
Emerson Room	\$125	\$250
Emerson Room with Kitchen	\$150	\$300
Living Room	**\$30	\$60
Dining Room	\$20	\$40
Faith Development Wing Room	***\$20	\$40
Reeb Room	\$20	\$40
Reception Area (Art Wall in Chapel)	\$20	\$40

*An additional fee may be added for events that run more than four hours

**Exact Fee will be determined by Renter Liason.

**FD Classrooms. A Discount rate of \$10/room is given to renters using multiple classrooms.

General

- All renters must sign a rental agreement.
- A Non-refundable \$50 caretaker fee is required for all weddings, memorial services, and private group events
- A Non-refundable %50 deposit is required to secure reservations for one-time events
- Church members needing a room for a private event will be given a discount. Contact the church office.
- Our state-of-the-art Media Center, located in the Emerson room, can be used for corporate meetings and various presentations. The building caretaker will instruct new users on its operation.
- Those renting the Chapel for wedding ceremonies or musical events will be permitted one additional use of the sanctuary for a rehearsal (3 hours maximum) on a date preceding the event at no extra charge.
- After any meeting or event, the UUCA property must be undamaged and returned to good order.
- UUCA reserves the right to relocate no-fee reservations to appropriate alternative locations if needed for UUCA sponsored or fee-paying events.

Affinity Groups

- Groups with three or more UUCA members whose purpose is in keeping with the principles of UUCA may apply to the Board of Trustees Renters Liaison for 'Affinity status'. However, if there is a charge to participants to attend that group or event, they must pay the non-profit rates.
- Affinity status will be reviewed annually by the Renters Liaison.

Non-Profit Groups

- Groups fitting the following criteria may apply to the Board of Trustees Renters Liaison for non-profit status and will be charged at a reduced or non-profit rate:
 - Spiritual, cultural, or educational in nature, or support group
 - In keeping with the principles of UUCA
 - Must not charge a membership/participation fee
- Non-profit status will be reviewed annually by the Renters Liaison.

Weddings

- Services of the minister are free for members. For non-members, wedding fees do not include payment of officiating minister, which is based on current UUA recommended rates and negotiated separately.
- Use of the Living room and/or Emerson room as a dressing/waiting area is included at no extra charge.
- OUTSIDE MUSICIANS-You may bring outside musicians to the church for your wedding, but use of the church's instruments requires a rental fee and permission from the church.
- A SOUND SYSTEM is available for playing music at the wedding. The building caretaker will give instructions in its use at the wedding rehearsal.
- DECORATIONS AND RUNNERS: Decorations may be fastened only with ribbon, string, or rubber-bands. Nails, tacks, tape, wire, etc. are prohibited. You may use a runner. It must be 50 feet long, and usually is delivered with the flowers. We ask that dyed flower petals be scattered only if a florist runner is being used.
- Weddings must be paid in full two weeks before the event date or they will be assumed cancelled and removed from the church calendar.
- Weddings paid in full & then cancelled are subject to a cancellation/processing fee. The 50% deposit is non-refundable.

Memorial Services:

- The chapel and fellowship hall with kitchen (Emerson Room) are available at the following discounted rates for memorials
 - Members: Chapel: \$50; Emerson Room: \$25; Caretaker Fee: \$25
 - Service of minister is free.
 - Non-members: Chapel: \$100; Emerson Room: \$75; Caretaker Fee: \$50;
 - Minister Services: \$250 (or current standard UU rate)

Child Dedication/Child Naming Ceremonies:

- Members may have the ceremony during Sunday Worship services or have a private ceremony. Non-members may have only a private ceremony.
- Please contact the minister to discuss your naming ceremony and fee details.

Publicity

- Any publicity, internal or external, must list the sponsoring organization.
- Groups not affiliated with UUCA may not indicate that they are sponsored by UUCA
- Only events sponsored by the UUCA or by its affiliated groups may be publicized in our newsletters, orders of service and pulpit announcements.
- Events not sponsored by UUCA or its affiliated groups may be listed on our calendars; however, there will be a clear differentiation between UUCA-sponsored events and outside events.
- Publicity for non-UUCA events may be included in the Wednesday email blasts and/or posted on the Community Events bulletin board, in accordance with current posting guidelines as long as it is deemed of general interest to the congregation as a whole.

Serving Alcohol

- Alcohol may be served in accordance with the UUCA alcohol policy and New York State law.
- No alcohol may be left on the premises. "Bring it in, tote it out".

Miscellaneous fees:

- Use of Kitchen (Coffee Only) with a room other than Emerson Room: \$50
- Dinner ware & church linens may be used by non-members for a \$100 fee; All items must be cleaned and returned at end of event

Piano Rental

- The Grand Piano in the chapel may be used at the discretion of the Music Director
- There is a \$50 rental fee (excluding tuning)
- All piano use rules must be followed.