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| Document #: | General Policies – G-2A | Created: | 8-2013 |
| Title/Subject: | Building Use Fees | Revised: | 10-18-2017 |
| Purpose: | Establish fees for use of building by members, non-members & others | | |
| Operational Authority: | Congregational Administrator, Minister, Board | Reviewed/Unchanged: | |

Building Use Fees – General Use, Recitals, Events with Admission Fees

Miscellaneous Fees (applies to all rentals, including members)

| | | |
|---------------------------------|---------------|--|
| Building Use Deposit | \$50 | Refundable upon successful inspection by sexton or staff |
| Cancellation Fee | \$25 | If cancelled within 2 weeks of reserved date |
| Audio Operation/Recording | \$30/hr | A trained congregant required (pay church, congregant will pay directly) |

Fee Waivers

The Board, or Minister, may use discretion to waive various rental fees for organizations or groups that align with the values of our church, and for whatever reason, have limited ability to pay for use of the space. Such occurrences will be noted in a standard rental agreement.

| <u>Room Use</u> | <u>Member</u> | <u>Non-Profit</u> | <u>Non-Member</u> | <u>Past 4 hours</u> | <u>Notes</u> |
|---|----------------|-------------------|-------------------|---------------------|--|
| Commons, Hearth | \$ 75 | \$ 100 | \$175 | \$ 75/hr | Capacity: 100 @ tables. No food in Hearth Room; NO use of kitchen |
| Commons, Kitchen, Hearth | \$100 | \$125 | \$225 | \$100/hr | NO food allowed in Hearth Room |
| Sanctuary, Hearth | \$ 75 | \$ 100 | \$175 | \$ 75/hr | Capacity: 155. NO food in Hearth Room |
| Sanctuary, Commons, Hearth | \$100 | \$125 | \$225 | \$100/hr | NO food in Hearth Room |
| Sanctuary, Commons, Kitchen, Hearth | \$150 | \$175 | \$325 | \$150/hr | NO food in Hearth Room |
| Chapel | \$ 50 | \$ 75 | \$100 | \$ 50/hr | Capacity: 30 with stacking chairs; up to 50 with additional folding chairs |
| Hearth Room | \$ 40 | \$ 50 | \$ 75 | \$ 40/hr | Without other paid room use; NO food allowed |
| Nursery | \$ 20 | \$ 30 | \$ 40 | \$ 20/hr | Available only in conjunction with other paid use and with permission of Director of Religious Education |
| Meeting rooms | \$ 20 | \$ 30 | \$40 | \$ 20/hr | Single room with no other paid use (e.g., Conference Room only) |
| Break-out rooms | \$ 20 | \$ 30 | \$ 40 | \$210/hr | Per room, with paid primary room use (e.g., Conference Room plus Thoreau) |
| Rehearsal session (Sanctuary) | \$ 30/hr | \$ 40/hr | \$50/hr | \$ 30/hr | Without paid recital/performance agreement (per hour only, minimum 1 hr) |

Piano Recitals

| <u>Room Use</u> | <u>Member</u> | <u>Non-Profit</u> | <u>Non-Member</u> | <u>Past 4 hours</u> | <u>Notes</u> |
|---|---------------|-------------------|-------------------|---------------------|--|
| Sanctuary, Hearth (NO food in Hearth) | \$ 75 | \$ 50 | \$125 | \$ 75/hr | |
| Sanctuary, Commons, Hearth | \$100 | \$ 50 | \$150 | \$100/hr | |
| Sanctuary, Commons, Hearth, Kitchen | \$125 | \$ 75 | \$175 | \$125/hr | |
| Chapel | \$ 50 | \$ 25 | \$125 | \$ 50/hr | |
| Rehearsal session (Sanctuary) | \$ 30 | N/A | \$ 50 | N/A | Single 4-hr session w/paid recital agreement |

Event with Admission fee

Note: No member or non-profit rate reduction

| | <u>4 hrs</u> | <u>Past 4 hrs</u> | |
|---|--------------|---|---|
| Sanctuary, Hearth | \$350..... | \$ 90/hr | 4 hrs inclusive of setup/teardown |
| Sanctuary, Commons, Hearth | \$400..... | \$100/hr | 4 hrs inclusive of setup/teardown |
| Sanctuary, Commons, Kitchen, Hearth | \$450..... | \$115/hr | 4 hrs inclusive of setup/teardown |
| Commons, Hearth..... | \$375..... | \$ 95/hr | 4 hrs inclusive of setup/teardown / NO use of kitchen |
| Commons, Kitchen, Hearth..... | \$400..... | \$100/hr | 4 hrs inclusive of setup/teardown |
| Rehearsal session..... | \$ 50..... | Single additional session with paid performance agreement (up to 4 hrs) | |

Building Use Fees – Memorial or Committal Services

Memorial Service

Includes:

- ♦ Maintenance of appropriate records
- ♦ Use of Sanctuary, Hearth Room, Conference Room, Commons, and Kitchen

| | <u>Member</u> | <u>Non-Member</u> | |
|-----------------------------------|--|-------------------|---|
| Building Use | No charge | \$375 | Use of facility for service |
| Building Use Deposit | No charge | \$ 50 | Refundable upon successful inspection by sexton or staff |
| Minister..... | No charge | \$500 | May be discussed with the minister or funeral director. If outside of Rochester, ministerial fee plus expenses (standard published IRS Rate/mile; overnight hotel accommodations) |
| Organist / Pianist | \$200..... | \$250 | Includes consultation, rehearsal with other musician(s) Other musicians |
| | Arranged for & paid by family | | |
| Preparation of OOS* | \$125..... | \$150 | *Encourage use of Funeral home for this |
| Audio Technician..... | \$ 50..... | \$ 50 | |
| Sexton | \$ 50..... | \$ 50 | |
| Custodian | No fee for weekdays; \$50 for weekends (member & non-member) | | |
| Reception Coordinator..... | \$125* | \$175* | * Plus cost of food |
| Memorial Garden Interment | \$400..... | \$400 | (see below: includes inscribed brass plate for indoor plaque) |
| Person tending to Interment | \$ 50..... | \$ 50 | |
| Other..... | \$150** | \$150 | ** Incribed brass plate for indoor Memorial Plaque if committal other than in Memorial Garden |

Committal Service – First UU Church Memorial Garden

Includes:

- ♦ Committal service
- ♦ Interment in Memorial Garden
- ♦ Document of Interment
- ♦ Incribed brass plate on Memorial Garden plaque
- ♦ Perpetual care of the Memorial Garden
- ♦ Maintenance of appropriate records
- ♦ Use of Hearth Room, Commons, and Kitchen

| | <u>Member</u> | <u>Non-Member</u> |
|-----------------------------------|-----------------|-------------------|
| Plot in Memorial Garden | \$400..... | \$400 |
| Service | No charge | \$300 |
| Minister | No Charge | \$100 |
| Sexton..... | \$ 50..... | \$ 50 |
| Person tending to interment | \$ 50..... | \$ 50 |

Committal Service – Location other than First UU Church Memorial Garden

** For a church member interred at a location other than in our Memorial garden, a brass remembrance plate may be installed on the outdoor Memorial Garden interment plaque at First UU Church. The charge for the inscribed brass plate is \$150.

Building Use Fees – Weddings

| | <u>Church Member</u> | <u>Non-Member</u> | |
|---------------------------|----------------------|-------------------|---|
| Building Use Deposit..... | \$ 50..... | \$ 50 | Refundable upon successful inspection by sexton or staff |
| Building Use | \$ 25* | \$400 | Use of Sanctuary, Hearth Room, Conference Room as women's dressing room, a men's dressing room, Nursery++, custodial fee |
| | \$ 25* | \$100 | Small wedding in Chapel or Hearth Room |
| | \$ 25* | \$125 | Small wedding in Sanctuary (no other rooms used) |
| Ceremony | \$275..... | \$275 | Wedding Coordinator (\$175), Sexton (\$50), Audio Tech (\$50) |
| Minister | No Charge* | \$500 | 2 consultations, rehearsal, ceremony |
| | | | Additional consultations \$75 each |
| | | | If outside of Rochester, ministerial fee plus expenses (standard published IRS Rate/mile; overnight hotel accommodations) |
| | | \$300 | Small wedding with minimal consultation |
| Organist / Pianist | \$200..... | \$250 | Includes consultation, rehearsal with other musician(s) |
| | \$ 25..... | \$ 25 | Consultation or rehearsal with additional Organist or Pianist |
| Other musicians | | | Arranged for & paid by family |

* All members pay \$25 building use/custodial fee.

** The waiver of other building use fees Minister's services applies only to those who have been official members of First Unitarian Universalist Church for at least one year prior to their wedding; otherwise, non-member rate applies.

++ Adult supervision required for use of Nursery

Associated Documents

General Policies – G-2 Building & Furnishings Use

Building Use Agreement (procedural document not in policy book)

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