

# First Unitarian Universalist Society of Albany

## BUILDING USE FEE SCHEDULE

Approved February 21, 2013

### Spaces

Small Classrooms .....	\$30
Kitchen for carry in meal/refreshments .....	\$50
Large Classrooms or Stott Lounge (Library) .....	\$60
Kitchen for meal preparation: renter provides cookware, dishes & utensils .....	\$120
Kitchen for meal preparation: renter uses FUUSA's cookware, dishes & utensils (includes FUUSA-provided dishwashing) Fee depends on amount of dishwashing required. ....	Negotiated fee
Channing Hall .....	\$220
Sanctuary .....	\$240
Emerson Community Hall .....	\$650

### Audio-Visual Equipment

TV/VCR.....	\$30
Sound system (Emerson, Sanctuary, or Channing) .....	\$45
Video Projector and screen (renter provides own laptop computer) .....	\$45
Combination audio-visual package .....	Negotiated fee

### **Building Host Fee** *Required for large events to assist renter and provide security*

First three hours or part thereof .....	\$50
Each additional hour .....	\$15

### **Weddings** .....

Negotiated fee

All wedding rentals include time for wedding rehearsal (usually the day before,) use of sound system, use of Room B-7 for changing, and up to three hours of Building Host services. Fee depends on other rooms and services to be used.

### **Rental Deposit**

A deposit of \$100 or the full rental fee (whichever is less) is required to reserve one or more rooms. If cancellation occurs more than 30 days before the date of the event, the deposit will be returned. If the event is cancelled less than 30 days before the date of the event, the deposit will be forfeited. The balance of the full rental fee is due no later than one week before an event, unless other arrangements have been made.

**Security Deposit (Refundable)**

Rentals up to \$500.....	\$100
Rentals of \$500 or more .....	\$200

The Security Deposit is due at least one week before an (the first) event. The security deposit will be returned to the renter within two weeks after the event or after the third of a series of events, if there are no damages or further costs incurred in connection with the rental. In the event of damages, an itemized list of incurred costs will be provided in lieu of part or all of the security deposit.

**Key/Fob Deposits (Refundable) ..... \$10**

Renters are issued a fob to the building for events that occur when the office is closed and a Building Host is not used. If necessary they are also issued a key to the rented room. Issuance of each requires a deposit.

**Non-Profit/Community Group Rentals**

Non-Profit groups (501-C-3) may apply for a discount of 50% of the customary charges. Groups paying discounted rates will do all their own set up, break down and clean up and leave used rooms in the same condition as prior to the rental.

**Member Rentals**

Active, pledging FUUSA members and friends or lifetime members may use FUUSA facilities free of charge for child dedications, weddings and memorial services, including receptions. All other, events and uses of church facilities by members for private parties or events, will be at 50% of the customary rate. Members paying discounted rates will be responsible for all their own set up, break down and clean up, being sure to leave rooms used in the same condition as prior to the event.

###