

First Unitarian Universalist Society of Albany Building Use Fee Schedule 5/14

Room Reservation Fees:

Fee is for the duration of the event. Fee includes set-up of room with chairs and 6' or square card tables.

Small Classroom (15-20 people)	\$30
Large Classroom (21-35 people)	\$60
Channing Hall (80-110 people)	\$220
Sanctuary (190 people)	\$240
Emerson Hall (150-300 people)	\$650

Audio Visual Equipment:

Projector/screen (renter provides own laptop)	\$45
Sound system in Emerson (includes use of microphones)	\$45
TV with VCR/DVD Player	\$30

Key/Fob Deposits (Refundable) **\$15**

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 a separate room key is also provided. Each key/fob issued requires a \$15 refundable deposit.

Building Host Fee

Per Host: First three hours or part thereof: **\$50**

Per Host: Each additional hour: **\$15**

Building host(s) are required for first-time renters and large events to assist the renter and provide security. Building hosts may be required for smaller events depending on the activity. Building hosts are available for all renters who would like assistance with their event, such as letting guests in throughout the event, handling audio/visual set-up, etc.

Security Deposit (Refundable)

Rentals up to \$500: **\$100-\$200**

Rentals of \$500 or more: **\$200-\$400**

Security deposits are required for first-time renters and large events, and may be required for smaller events depending on the activity. Amount depends on size and type of event. For recurring renters, the security deposit will be waived after the third rental where there have been no problems.

Kitchen Use and Food Fees:

Carry-in food and refreshments: **\$50**

Use of kitchen to prepare food: **\$120**

Use of kitchen and utensils/dishes/etc. to prepare food: **TBD**

A fee is charged when renter is bringing in their own food, even when the kitchen is not needed. This is to cover cleaning time and trash disposal fees.

When the kitchen is used to prepare food, but the renter is using all of their own dishware/utensils/pots/etc., the fee is \$120.

When the renter needs to use church dishes, utensils, pots, etc. for food preparation, the fee depends on how much time will be required for dishwashing following the event.

Non-Profit/Community Group Rentals

Non-Profit groups (501-C-3) may apply for a discount of 50% off 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. Security deposit may still be required. Please let the rental coordinator know if you are a non-profit organization.

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. Security deposit may still be required. Please let the rental coordinator know if you are an active member.

Set-up/Reset Fees:

For non-profit or member rentals that would like FUUSA staff to handle set-up/reset of rooms:

Set-up/Reset of Emerson: **\$100**

Set-up/Reset of Channing: **\$50**

Other set-ups/resets: **TBD**

Weddings:

TBD package fee

Wedding fees are determined in addition to listed fees for space and equipment. All wedding rentals include at least one building host, time for a wedding rehearsal (usually the day before,) use of sound system, and use of a room for changing. Fee depends on other rooms and services to be used.

Rental Deposit:

\$100

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.

Professional Security:

TBD

In some cases, renters will be asked to hire professional security for their event. The need for professional security is based on the size, time, and type of event. If required, this need will be included in the contract before the renter commits to the rental.

Liability Insurance:

TBD (\$0-\$300)

All renters are required to provide liability insurance for their event. If you obtain event insurance through your own company and provide a copy of the certificate to FUUSA, no additional fees are charged by FUUSA. If you prefer to have FUUSA purchase insurance on your behalf, the fee is \$120 for a one-time event policy, or \$300 for an annual policy (for recurring meetings/events).

Alcohol Permit

Alcohol permits must be obtained by any renters wishing to serve alcohol at their event. Details can be provided on request. Any fees associated with alcohol permits are paid directly to the issuing agency, not to FUUSA, and are the responsibility of the renter.