



FIRST UNITARIAN UNIVERSALIST SOCIETY OF ALBANY BUILDING RENTAL FEE SCHEDULE

<u>SPACE</u>	<u>MAXIMUM OCCUPANCY</u>	<u>FEE</u>
Small Classroom	20 people	\$40
Large Classroom	35 people	\$70
Channing Hall	80-110 people	\$350
Sanctuary	180 people	\$350
Community Hall	150-250 people	\$800

Other fees:

AUDIO VISUAL EQUIPMENT FEES	Large screen for presentations. (renter provides own laptop)	\$50
	Sound system in Community Hall, Channing Hall, or Sanctuary (includes use of microphones)	\$50
STAFF FEES	BUILDING HOST(S): Building Hosts are always required for large events to assist the renter and provide security. Building Hosts may be required for smaller events depending on the activity.	Per staff: First three hours or part thereof \$60 Each additional hour: \$20

	<p>MULTI-MEDIA TECH: Multi-media tech staff are required for any renter who needs assistance handling audio/visual needs.</p> <p>DISHWASHER: Dishwashers are required for any use of the church owned kitchen utensils/dishes/etc.</p>	
<p>SET UP/RESET FEES</p> <p>(This fee will apply for any event that requires a change in the configuration of space/s.)</p>	<p>Small Classroom</p> <p>Large Classroom</p> <p>Channing Hall</p> <p>Community Hall</p>	<p>\$15</p> <p>\$25</p> <p>\$100</p> <p>\$200</p>
<p>CLEANING FEES</p>	<p>Carry-in food and refreshments: a fee is charged when the renter is bringing in their own food, even when the kitchen is not needed.</p> <p>Use of kitchen to prepare food: when the kitchen is used to prepare food, but the renter is using their own dishware/utensils/pots/etc.</p> <p>Cleaning fee for any event with 50 or more people:</p> <p>Channing Hall</p> <p>Community Hall</p>	<p>\$100</p> <p>\$150</p> <p>\$150</p> <p>\$200</p>
<p>PIANO/ORGAN USE FEE</p>	<p>Piano in Community Hall</p> <p>Organ in Sanctuary</p>	<p>\$50</p> <p>\$50</p>

Deposits:

<u>REFUNDABLE</u> KEY FOB DEPOSIT	Renters may be issued a key fob to the building for events that occur when the office is closed.	\$20
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 all rental costs and fees is due no later than one week before the event.	\$100
<u>REFUNDABLE</u> SECURITY DEPOSIT	Rentals up to \$500	\$100-\$200
	Rentals of \$500 or more	\$200-\$500
	Minimum Security Deposit	\$50

Other Requirements:

LIABILITY INSURANCE	All renters are required to provide liability insurance for their event. You can obtain event insurance through your own renters or homeowners' company or theeventhelper.com and provide a copy to AUU.	See "Certificate of Liability Insurance" document for instructions on how to apply.
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ALCOHOL PERMIT	Alcohol permits must be obtained by any renters or members 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 AUU, and are the responsibility of the renter or member. <u>Alcohol permits can take up to 30 days so plan accordingly.</u>	See “Alcohol Permit” document for instructions on how to apply.
PROFESSIONAL SECURITY	If required, this need will be included in the contract before the renter commits to the rental.	

Non-Profit/Community Group Rentals

Non-Profit groups (501-C-3) may apply for a discount of 50% off the room rental fee. The discounted rate applies to the room rental fee only. All other fees remain the same. Groups renting Community Hall and/or Channing Hall may do their own set up or they may elect to pay for set-up. All groups will pay for reset in Community Hall and/or Channing Hall according to our fee structure unless they opt to do their own reset. Smaller groups in classrooms must reset the room back to how it looked before their rental. Security deposit will still be required. Please let the rental coordinator know if you are a non-profit organization.

Member Rentals

Active, pledging AUU members may use AUU facilities free of charge for memorial services, including receptions (for memorial services only). All other events and uses of church facilities by members for private parties or events, will be at 50% of the room rental fee. Members who are granted space free of charge or pay 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. Members may also elect to pay for set-up or reset according to our fee structure below. Security deposit may still be required and other fees may apply. Please let the rental coordinator know if you are an active member.