

# First Unitarian Universalist Society of Albany (AUU)

## Building Use Fee Schedule

### Room Reservation Fees

Fee per day for the duration of the event.

Small Classroom (15-20 people) .....	<b>\$40</b>
Large Classroom (21-35 people) .....	<b>\$70</b>
Channing Hall (80-110 people) .....	<b>\$350</b>
Sanctuary (180 people) .....	<b>\$350</b>
Community Hall (150-300 people) .....	<b>\$800</b>

### **Audio Visual Equipment**

Projector/screen (renter provides own laptop) .....	<b>\$50</b>
Sound system in Community Hall, Channing Hall, & Sanctuary (includes use of microphones) .....	<b>\$50</b>

**Key/Fob Deposits** (Refundable) ..... **\$20**

Renters may be issued a fob to the building for events that occur when the office is closed. Each key/fob issued requires a **\$20** refundable deposit.

**Building Host Fee**..... **Per Host: First three hours or part thereof: \$60**  
 ..... **Per Host: Each additional hour: \$20**

Building host(s) 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. Building hosts are necessary for all renters who would like assistance with their event such as letting in guests throughout the event, handling audio/visual set-up, etc.

**Security Deposit** (Refundable)..... Rentals up \$500: **\$100-\$200**  
 ..... Rentals of \$500 or more: **\$200-\$500**  
 ..... Minimum security deposit: **\$50**  
 ..... Multiday events: **TBD**

**All rentals require a security deposit.**

### **Kitchen Use and Food Fees**

Carry-in food and refreshments..... **\$100**

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

Use of kitchen to prepare food..... **\$150**

*When the kitchen is used to prepare food but the renter is using all of their own dishware/utensils/pots/etc.*

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

*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.*

Must hire a dishwasher (We can provide one) ..... First three hours or part thereof: **\$60**

..... Each additional hour: **\$20**

### **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 below. 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 child dedications, weddings and 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.

**Set-up/Reset Fees**

For all rentals, including non-profit and member rentals, the set-up/reset fees are as follows:

- ..... Set-up/Reset of Community: **\$200**
- ..... Set-up/Reset of Channing: **\$100**
- ..... Set-up/Reset of Small Classroom: **\$15**
- ..... Set-up/Reset of Large Classroom: **\$25**
- ..... Other set-ups/resets: **TBD**

**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 all rental costs and fees is due no later than one week before an event.

**Other Requirements**

**Professional Security ..... TBD**

If required, this need will be included in the contract before the renter commits to the rental.

**Liability Insurance ..... TBD**

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.

**Alcohol Permit ..... TBD**

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. Alcohol permits can take up to 30 days so plan accordingly.