

First Unitarian Universalist Church of Berks County

Member Categories of Use/Fee Schedule

	<u>Rental</u>	<u>Deposit</u>	<u>Security</u>
Sanctuary (accommodates 250) Includes a 1-2 hour rehearsal and/or a 1-3 hour ceremony up to a maximum of 3 hours. \$75/hour additional after the first 3 hours.	\$100	\$50	\$75
Gerber Room (accommodates 75) Includes up to a maximum of 3 hours \$35/hour additional after the first 3 hours <i>*up to 25 people; **more than 25 people</i>	\$35* \$75**	\$35	\$50
Gerber Room with Kitchen*** Includes up to a maximum of 3 hours \$75/hour additional after the first 3 hours <i>*up to 25 people; **more than 25 people</i> <i>***use of stove requires prior Board approval</i>	\$75* \$100**	\$50	\$100
Upstairs Front (accommodates 25) This space is not handicapped accessible Includes up to a maximum of 3 hours \$35/hour additional after first 3 hours	\$35	\$35	\$50
Chalice House 1st Floor (accommodates 15) Includes up to a maximum of 3 hours \$30/hour additional after first 3 hours	\$30	\$15	\$25

Gatekeeper's Fee \$15/hour minimum or \$45 per event

A gatekeeper may need to be assigned for member events that do not include an approved gatekeeper. Hours are calculated from the time the building is opened for set-up to the time it is closed. The gatekeeper will open and close the building, orient guests to the facility, adjust heating controls and security devices as necessary, assist with A/V and answer questions. Set-up of table, chairs, and other items for the event are the responsibility of the renter. Cleaning is the renter's responsibility (see "Rules and Regulations").

Rites of Passage

Members requesting rites of passage (weddings, memorials, funerals, and child dedications) should consult with the minister regarding availability of the minister and church. There is no fee for the minister or church building, but donations to the church are accepted. Ordinarily, a gatekeeper is not required when the minister is officiating at a rite of passage, however, should the minister determine one is needed due to the size or nature of the occasion, the gatekeeper's fees as listed above will apply.

Individual-Sponsored Church-Wide Events

There are no fees for church-wide events. However, individuals wishing to organize a church-wide event should contact a committee chair or the minister to determine how that event can best be coordinated with the goals of the church and the annual calendar.

Committee-Sponsored Church-Wide Events

There are no fees for church-wide events sponsored by committees, the minister, or the Board. Committees wishing to organize a church-wide event should contact the minister to determine how that event can best be coordinated with the goals of the church and the annual calendar.

Member-Sponsored Commercial Events with Fee Charged

Any Board of Director approved commercial venture conducted by a church member in which a fee for profit is charged will be required to adhere to the non-member use/fee schedule including rental, deposit and security deposit rates. Determination of request as a commercial venture will be made by the minister and/or any Board officer.

Church-Sponsored Events with Fee Charged

Events sponsored by the minister, the board or by committees in which a fee is charged (as for an outside facilitator or performer) may request a "revenue share," fee waiver, or fee deduction. The fees, deposits, and gatekeeper charges for such events shall be determined by the Board. Requests must be made at least one month prior to the date and time requested and at least two weeks prior to the next regularly scheduled Board meeting. A representative may be required to attend said Board meeting in order to answer questions regarding the event. The Board will notify applicant of approval or denial of the request within one week following the meeting. All Board decisions are final.

Other Waivers

Prohibitions against the use of alcohol and candles, and prohibiting the presence of animals in the church may not apply to all member events. Please consult with the minister to determine if these specific rules and regulations apply to your specific event.

Adopted: 7/10/07

Revised: 1/18/11