



Section Four (4): Facility Use Fees

Deposit (Also see Section Five: Facility Use Policies)

A \$30 deposit is required for all events (excluding events involving the kitchen, where the deposit will be \$50) which will be kept as a cleaning fee if staff must spend more than 15 minutes cleaning after an event or if a meeting runs over both the booked time and the complimentary 30 minutes buffer time. If damage to property is incurred beyond the deposit amount, the renter will be billed for the difference.

Fees

Regardless of any of the following statuses, for any event where a UUCB staff member is required to commit overtime, the renting person(s)/organization are required to pay at least the minimum amount required to cover those minimum costs.

- **One hour of staff overtime: \$50**

UUCB recognizes that as a city with a high poverty rate, to be equitable means to ask for different contribution rates: *"From each according to their ability, to each according to their needs."*

With that in mind, UUCB uses a Sliding Scale Fee Structure for our rentals.

This sliding scale is based on an honor system- proof of salary/organizational budget is not required.

Please review the following information on our Sliding Scale Fee Structure:

1. Church sponsored/Ministry sponsored events: free
2. For staff and members in good standing- 50% discount on the standard baseline hourly room rental rate
 - a. (Social, racial, economic, environmental, etc.) Justice-oriented events sponsored by staff or a member: pay what you can/pass the hat
 - We suggest using a donation of at least \$10 per hour per recurring event or at least \$20 per hour for one-time events as baseline guidelines.
3. For non-profits with 501c3 designation that are in line with our mission
 - a. With budgets less than 250K- 50% discount on the standard baseline hourly room rental rate applies
 - b. With budgets above 250K: 40% discount on the standard baseline hourly room rental rate applies



4. For justice-oriented non-formalized groups that are in line with our mission
 - b. With budgets \$0-999: pay what you can/pass the hat
 - o We suggest using a donation of at least \$10 per hour per recurring event or at least \$20 per hour for one-time events as baseline guidelines.
 - a. With budgets of \$1000-9999: 50% discount
 - b. With budgets \$10K and above: 30% discount
5. Musical Performances, rehearsals and recitals
 - a. Please refer to the above guidelines and our standard pricing. If your organization falls under the category of Member-Sponsored, 501c3 or justice-oriented non-formalized group, you may use those discount rates.
 - b. Alternatively, if offering a split of the door instead of a standard rental, we ask a minimum contribution of at least \$35 per hour plus 15% of the door (non-Sanctuary spaces) or \$50 per hour plus 20% of door (Sanctuary).

Standard Baseline Hourly Room Rental Rates apply to all other groups.

Standard Baseline Room Rental Rates:

Sanctuary (Legal Capacity 450):

- a. One-time event: \$150 per hour up to three hours, \$165 each additional hour
 - b. Recurring events: \$100 per hour up to three hours, \$115 each additional hour
 - c. *Please note- during the months of October – April the Sanctuary costs an additional \$35 per hour for heating. This cost is included in the above fees.*
2. Parish Hall (Legal Capacity 260):
 - a. One-time event: \$110 per hour up to three hours, \$125 each additional hour
 - b. Recurring event: \$75 per hour up to three hours, \$90 each additional hour
 3. Alliance Room (Legal Capacity 82):
 - a. One-time event: \$75 per hour up to three hours, \$90 each additional hour
 - b. Recurring event: \$50 per hour up to three hours, \$65 each additional hour



4. Kitchen Only (Approx Capacity 15-20):
 - a. One-time event: \$50 per hour up to three hours, \$40 each additional hour
 - b. Recurring event: \$20 per hour up to three hours, \$35 each additional hour

5. Kitchen as supplemental space (example: renting the Parish Hall for dining and need the Kitchen for food prep and storage)
 - a. One-time event: \$30 per hour up to three hours, \$20 each additional hour
 - b. Recurring event: \$10 per hour up to three hours, \$18 each additional hour

6. Community Room (Approx Capacity 10):
 - a. One-time event: \$30 per hour up to three hours; \$45 per hour each additional hour
 - b. Recurring event: \$20 per hour up to three hours, \$35 each additional hour

7. Marjorie Gardner Room (Approx Capacity 15-20)
 - a. One-time event: \$40 per hour up to three hours and \$55 each additional hour
 - b. Recurring event: \$25 per hour up to three hours and \$40 each additional hour

8. Second Floor Classrooms:
 - a. *Please note that these classrooms ordinarily are set up for nursery, day care, and young childhood classroom use.*
 - b. These rates apply to all Second Floor Classrooms:
 - i. Add additional 10% to standard NPO discounts
 1. *This discount is due to the nature of these classrooms as child care spaces not ordinarily conducive for meeting spaces.*
 - ii. One-time event: \$20 per hour up to three hours and \$35 each additional hour
 1. *As an example of the above discount, for NPOs with budget less than 250K, this calculates to 60% off the standard rate, or \$8 per hour up to three hours and \$14 each additional hour*
 - iii. Recurring rates: \$15 per hour up to three hours and \$30 each additional hour
 - c. Room Capacities:



- i. Fahs Room (Approx Capacity 15-20)
 - ii. Potter Room (Approx Capacity 10-15)
 - iii. Anthony Room (Approx Capacity 10-15)
 - The Anthony Room is not free
 - iv. Emerson Room (Approx Capacity 10)
 - The Emerson Room is not free
9. Basement Classrooms and McCann Library:
- a. ***Please note that our basement classrooms are undergoing renovation.*** Further, our basement is not fully accessible and those with mobility impairments may have difficulty navigating these spaces. UUCB suggests walking through these classrooms to determine if these rooms would be appropriate for your event.
 - b. These rates apply to all Basement Classrooms and the McCann Library.
 - i. Pay what you can for non-profits
 - ii. Other one-time events: \$15 per hour up to three hours and \$30 for each additional hour
 - iii. Recurring rates: \$10 per hour up to three hours and \$25 for each additional hour
 - c. Room Capacities:
 - i. McCann Library (Approx Capacity 8-10)
 - ii. Priestly Room (Approx Capacity 25-30)
 - iii. Blackwell Room (Approx Capacity 15-20)
 - iv. Clara Barton Room (Approx Capacity 10-15)
 - v. Ballou Room (Approx Capacity 10-15)
 - vi. *Presently off limits for renovation: Youth Room*