



Policy Location:	GSA – 2A	Created: 3/27/2024
Title:	Building Use Fee	Revised: (date)
Policy Owner:	Administration Shared Ministry Team	
Associated Documents:	Associated Documents: GSA – 1 Administration Shared Ministry Team Policy; GSA – 2 Building and Furnishings	
Last Reviewed:		

Building Use Fees – General Use, Recitals, Events with Admission Fees

Miscellaneous Fees (applies to all rentals, including members)

Building Use Deposit	\$50	Refundable upon successful inspection by staff
Cancellation Fee	\$50	If canceled within 2 weeks of reserved date

Fee Waivers

The Board, or Minister, may use discretion to waive various rental fees for organizations or groups that align with the values of our church, and for whatever reason, have limited ability to pay for use of the space. Such occurrences will be noted in a standard rental agreement.

Room Use	<u>Member</u>	<u>Non-Profit (Recitals)</u>	<u>Non-Member</u>	<u>(reserve an additional 4 hours)</u>
Commons, Hearth	\$75	\$100	\$175	Capacity: 100 standing 75@ tables. NO food in Hearth Room; NO use of kitchen
Commons, Kitchen, Hearth	\$100	\$125	\$225	NO food allowed in Hearth Room
Sanctuary, Hearth	\$ 75	\$100	\$175	Capacity: 176. NO food in Hearth Room or Sanctuary
Sanctuary, Commons, Hearth	\$100	\$125	\$225	NO food in Hearth Room or Sanctuary
Sanctuary, Commons, Kitchen, Hearth	\$150	\$175	\$325	NO food in Hearth Room or Sanctuary
Chapel	\$ 50	\$ 75	\$100	Capacity: 20 with stacking chairs; up to 30 with additional folding chairs
Hearth Room	\$ 40	\$ 50	\$ 75	Without other paid room use; NO food allowed
Meeting room	\$ 20/hr	\$ 30/hr	\$40/hr	Per Room Per hour (does not include Commons, kitchen, Sanctuary, Chapel, or Hearth rooms)

Event with Admission fee

Note: No member or non-profit rate reduction

	<u>4 hrs</u>	<u>Past 4 hrs</u>	
Sanctuary, Hearth	\$350	\$ 90/hr	4 hrs inclusive of setup/teardown
Sanctuary, Commons, Hearth	\$400	\$100/hr	4 hrs inclusive of setup/teardown
Sanctuary, Commons, Kitchen, Hearth	\$450	\$115/hr	4 hrs inclusive of setup/teardown
Commons, Hearth	\$375	\$ 95/hr	4 hrs inclusive of setup/teardown / NO use of kitchen
Commons, Kitchen, Hearth	\$400	\$100/hr	4 hrs inclusive of setup/teardown
Rehearsal session*	\$ 50/hr		

*Single additional session with paid performance agreement (up to 4 hrs) then \$50 per hour



Fees – Memorial or Scattering Services

Memorial Service

	<u>Member</u>	<u>Non-Member</u>	
Building Use	\$100	\$375	Use of facility for service
Building Use Deposit	\$50	\$50	Refundable upon successful inspection by sexton or staff
Property steward (required)	\$125	\$150	Set up/Clean up required
Minister	No charge	\$500	May be discussed with the minister If outside of Rochester, ministerial fee plus expenses (standard published IRS Rate/mile; overnight hotel accommodations)
Organist / Pianist	\$200	\$250	Includes consultation, rehearsal with other musician(s)
Other musicians	Arranged for & paid by family		
Audio/Visual Technician	\$125	\$ 150	Includes PowerPoint production, livestream, recording, sound tech(required if using outside musicians)
Service Organizer	\$75	\$125	Coordinates with family and church staff
Memorial Scattering Service	\$400*	\$400	

*(includes inscribed bronze plate for outdoor Memorial Garden and inscribed brass plate for indoor memorial plaque)

Inscribed brass plate for indoor Memorial Plaque if committal other than in Memorial Garden\$100 (member/non-member)

Scattering Services in Memorial Garden

	<u>Member</u>	<u>Non-Member</u>	
Scattering Service	\$400*	\$900**	minister only – separate from memorial service (* -\$500 if minister conducted the memorial service)
Inscribed brass plate	\$100	\$100	For indoor Memorial Plaque if committal other than in Memorial Garden
Inscribed bronze plate	\$300	\$300	For outdoor Memorial Garden if committal other than in Memorial Garden

*includes inscribed bronze plate for outdoor Memorial Garden and inscribed brass plate for indoor memorial plaque



Building Use Fees – Weddings

	<u>Church Member</u>	<u>Non-Member</u>	
Building Use Deposit	\$ 50	\$ 50	Refundable upon successful inspection by sexton or staff
Building Use	\$ 25	\$400	Use of Sanctuary, Hearth Room, Conference Room as women's dressing room, a men's dressing room
	\$ 25	\$100	Small wedding in Chapel or Hearth Room (no other rooms used)
	\$ 25	\$125	Small wedding in Sanctuary (no other rooms used)
Property steward	\$125	\$150	Set up/Clean up required if using the commons
Minister	No Charge**	\$500	2 consultations, rehearsal, ceremony Additional consultations \$75 each If outside of Rochester, ministerial fee plus expenses (standard published IRS Rate/mile; overnight hotel accommodations)
		\$300	Small wedding with minimal consultation
Organist / Pianist	\$200	\$250	Includes consultation, rehearsal with other musician(s)
Other musicians			Arranged for & paid by family

** The waiver of building use fees and Minister's services applies only to those who have been official members of First Unitarian Universalist Church for at least one year prior to their wedding; otherwise, non-member rate applies.