

**Unitarian Universalist Congregation of Fairfax
Operational Policy**

Subject: Rental Fees

Number: III.D.

Effective Date: October 1, 2009

Approved By: Coordinating Team

Revised: June 27, 2019

Policy and Procedures

All users are required to complete a contract with the UUCF office to reserve use of any facility on the campus, even where fees for such use may not be charged. The Executive Director has the authority to determine reasonable charges for any unusual circumstances or extraordinary demands placed on staff or facilities by the user. All such charges are subject to approval by the Coordinating Team. Rental fees for groups requesting regular, recurring rentals will be negotiated on a case-by-case basis.

UUCF members, pledging friends, or employees are not charged fees for using the facilities for spiritual ceremonies: Weddings, memorial services, or child dedications. Members/friends pay custodial and setup fees for non-spiritual facility uses, and 50% of the regular fee for personal business activities (recitals, classes for which a fee is charged, etc).

Members/friends/employees may not rent the facility on behalf of another person or organization in order to qualify for a lower rental fee. The exceptions to this rule will be immediate family (mother, father, daughter or son). Exception requests will be brought to the attention of the Executive Director.

Any group sponsored by one of the congregation's lay ministries should contact the Executive Director to see what charges might be incurred for setup and custodial requirements. Rental fee concessions may be made by the Executive Director or the Parish Minister for events or organizations deemed to be of service to the broader community.

Time Definitions

WEEKDAY - Monday through Friday - 8 a.m.- 6 p.m.

WEEKNIGHT - Monday through Thursday - 6 p.m.-10 p.m.

WEEKEND – Friday at 6 p.m. through Sunday at 10 p.m. Weekend rate applies to holidays when the UUCF office is closed regardless of the day of the week.

Rental by Facility

Following is rental information based on the facility being requested.

Sanctuary Building

1. Sanctuary (includes use of kitchen)

If renting for a wedding ceremony, a one-hour rehearsal time is included at no charge. All set-up, decoration, and photographer time must be included in calculating the number of rental hours.

Refundable Deposit - \$200

Hourly Rates:

Weekday - \$90/hour plus custodial flat fee \$50

Weeknight - \$140/hour plus custodial flat fee \$75

Weekend - \$215/hour plus custodial flat fee \$125

If Sanctuary use requires clearing the floor of chairs - additional custodial fee of \$100

2. Sanctuary Commons Meeting Room (without kitchen use)

Refundable Deposit - \$50

Custodial Fee - flat fee of \$25

Hourly Rates:

Weekday - \$35/hour

Weeknight - \$60/hour

Weekend - \$90/hour

For use of the kitchen in these instances, an additional flat fee of \$50

Library (Administration Building)

Refundable Deposit - \$50

Custodial Fee - flat fee in all instances of \$25

Hourly Rates:

Weekday - \$35/hour

Weeknight - \$60/hour

Weekend - \$85/hour

Program Building

1. Classrooms (Individual Meeting Rooms 1- 5 and 9-11 Rooms 3 & 4 count as 2 rooms) without use of Social Hall/kitchen

Refundable Deposit - \$50

Custodial Fee - flat fee in all instances of \$25

Hourly Rates:

Weekday - \$35/hour

Weeknight - \$60/hour

Weekend - \$85/hour

For use of the Social Hall and kitchen in these instances, an additional flat fee of \$50

2. Teen Center (Rooms 9-11 inclusive without use of Social Hall/Kitchen)

Refundable Deposit - \$100

Hourly Rates:

Weekday - \$50/hour plus custodial flat fee \$25

Weeknight - \$75/hour plus custodial flat fee \$50

Weekend - \$100/hour plus custodial flat fee - \$75
For use of the Social Hall and kitchen in these instances, an additional flat fee of \$75

3. **Social Hall and Kitchen** (Refridgerator emptied every Sunday night)

Refundable Deposit - \$100

Hourly Rates:

Weekday - \$60/hour plus custodial flat fee \$25

Weeknight - \$85/hour plus custodial flat fee \$25

Weekend - \$110/hour plus custodial flat fee \$50

4. **Chapel without use of the Social Hall/kitchen**

Refundable Deposit - \$100

Hourly Rates:

Weekday - \$60 plus custodial flat fee \$25

Weeknight - \$85 plus custodial flat fee \$25

Weekend - \$110 plus custodial flat fee \$50

5. **Chapel with use of the Social Hall/kitchen**

Refundable Deposit - \$200

Hourly Rates:

Weekday - \$95 plus custodial flat fee \$25

Weeknight - \$120 plus custodial flat fee \$50

Weekend - \$170 plus custodial flat fee \$100

Rental by Type of Event

Following is rental information based on the type of event being requested.

Recital

Flat Fee for a three-hour time slot, rented by an individual music teacher or school. In calculating the three-hour time slot, include set-up, recital, and reception time. If total time will be longer than three hours, an hourly rate will be charged.

Refundable Deposit - \$50

No custodial fee if regular setup for church services is maintained. Special requests will incur a custodial fee.

Sanctuary - Flat Fee for 3 hours

Weekday - \$90

Weeknight - \$225

Weekend - \$325

Chapel - Flat Fee for 3 hours

Weekday - \$70

Weeknight - \$225

Weekend - \$250

Additional Hours

\$100/hour for Sanctuary

\$100/hour for Chapel

Memorial Service

Hourly rate based on time and location

Additional Fees

The fees above do not include use of the sound system, piano (with the exception of recitals which assume use of the piano), tablecloths, or any other UUCF equipment other than tables and chairs that are present in the particular area being rented. Kitchen use assumes use of any of the equipment in the kitchen including coffee pots, but DOES NOT include use of the UUCF tableware, silverware, or paper products. Renters and their guests have use of the parking lot. Neighborhood groups have rented just the parking lot space for their overflow guests and a charge for that use must be discussed with the Operations Manager.

AV support in Sanctuary - \$50 hr.

Tuning of Piano if requested - \$150

Tablecloths and kitchen items – fees negotiated based on usage