

FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO  
RENTAL GUIDELINES

First UU offers rental space on campus.  
Fees are located in the fee table below. Rentals can be for a one-time event or ongoing.  
All prospective rentals must be approved by the minister.

**Fee Table**

<b>Space</b>	<b>Hourly Rate</b>
Sanctuary <i>Which includes the use of a sound technician.</i> (maximum capacity 450)	\$250
Fellowship Hall <i>Which includes the use of the kitchen, lounge.</i> (maximum capacity 100)  With a Hospitality Sexton Without a Hospitality Sexton  <i>If you choose to not hire the sexton, you are responsible for all set up &amp; clean up.</i> <i>If you are serving food/beverages or wish to use the AV equipment, the sexton is mandatory.</i>	   \$120 \$100
Kitchen/Lounge (maximum capacity 30)	\$50
Jefferson Building <ul style="list-style-type: none"> <li>• Reeb/Anthony Room (maximum capacity 30)</li> <li>• Clara Barton Room (maximum capacity 15)</li> </ul>	 \$40  \$25
Thoreau Building <ul style="list-style-type: none"> <li>• Darwin Room (maximum capacity 20)</li> <li>• Mary Shelley Room (maximum capacity 10)</li> </ul>	 \$30  \$20
Longfellow Building <ul style="list-style-type: none"> <li>• Beatrix Potter Room (maximum capacity 20)</li> <li>• Sophia Fahs Room (maximum capacity 10)</li> </ul>	 \$30  \$20

*Members of the church in good standing receive a discount of 25% of the rental fees.*

## Rental Guidelines

1. Insurance - liability insurance may be required to rent space. This will be determined on a case by case basis. If it is determined that you need liability insurance, proof of liability insurance must be provided prior the start of the rental period and yearly thereafter for ongoing renters.
2. Damage – renters are responsible for leaving the rooms in the same condition that they found them. Any damage that occurs will be assessed and the renter will be sent a bill to cover the damage.
3. Opening/Closing – with the exception of the Sanctuary and the Fellowship Hall (with a Sexton,) renters will be issued a key to the room they are renting and are responsible for opening and closing the room. This includes making sure the thermostat for the air conditioner/heater is turned off, the lights are turned off, and the doors are locked before leaving. Keys must be returned to the church office after the event has completed. Rental of the Sanctuary or Fellowship Hall (with a Sexton) includes paid staff who will be responsible for opening/closing the buildings.
4. Smoking - First UU is a totally non-smoking campus.
5. Storage - storage space may be available. This will be negotiated on a case by case basis. First UU is not responsible for unsecured items left on Church premises.
6. Kitchen - disposable paper supplies such as cups, plates, fork and napkins must be supplied by the renter and removed after each meeting.
7. Piano/Organ - rental of the Sanctuary does not include use of the organ or the piano. These must be contracted separately with our Music Director. Additional fees may apply.
8. Security – depending on the type and size of function, security may be required. If, in the opinion of the church, security is required, the renter is responsible for hiring and paying the security guard. The renter must provide the Church with written documentation that this has been contracted.
9. Temperature Control – with the exception of the Sanctuary and Fellowship Hall, all of the buildings have their own thermostat located in the central corridor near the bathrooms (in the lounge the thermostat is located near the pass through to the kitchen.) It is the renters' responsibility to turn the air conditioner/heat on when they arrive and to turn it off before they leave. On particularly hot or cold days, it is advisable to come early (but no earlier than one hour before their scheduled start time) and turn on the air conditioning/heat to insure your room is comfortable. Air conditioning or heat for the Sanctuary or Fellowship Hall will be pre-programmed by the office manager prior to the event.