

# FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO

## Rental Rates

<b>Sanctuary</b> <i>Which includes use of a sound technician (mandatory)</i> (maximum capacity 400)	\$300/hour
<b>Fellowship Hall</b> <i>Which includes the use of the kitchen and lounge</i> (maximum capacity 100)  With a hospitality sexton..... Without a hospitality sexton.....  <i>If you choose not to hire the sexton, you are responsible for all set up and clean up. If you are serving food/beverages or wish to use the AV equipment, the sexton is mandatory.</i>	   \$160/hour \$130/hour
<b>Kitchen/Lounge</b> (maximum capacity 30)	\$70/hour
<b>Building 4</b> <ul style="list-style-type: none"> <li>Rm 401(nursery)..... (maximum capacity 10)</li> <li>Rm 402 ..... (maximum capacity 15)</li> <li>Rm 403..... (maximum capacity 25)</li> <li>Rm 404..... (maximum capacity 25)</li> </ul>	\$20/hour  \$15/hour  \$25/hour  \$25/hour
<b>Building 5</b> <ul style="list-style-type: none"> <li>Rm 501 ..... (maximum capacity 30)</li> <li>Rm 502..... (maximum capacity 15)</li> <li>Rm 501 ..... (maximum capacity 15)</li> </ul>	\$30/hour  \$15/hour  \$15/hour
<b>Building 6</b> <ul style="list-style-type: none"> <li>Rm 601..... (maximum capacity 15)</li> <li>Rm 604..... (maximum capacity 15)</li> </ul>	\$15/hour  \$15/hour

Members of the church in “good standing” receive a discount of 25% off rental fees. Per the church bylaws, “good standing” refers to members must have paid all or part of their responsible contribution of financial support to the Church within the preceding twelve (12) months.

## 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 to the start of the rental period and yearly thereafter for ongoing renters. First Unitarian Universalist Church must be added to the liability insurance as “additional insured”.
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 charged for repair or replacement.
3. **Opening/Closing:** renters will be issued a key and alarm code 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 all the doors and windows are locked before leaving. Keys must be returned to the church office after the event has completed.
4. **Gates:** A gate key will also be provided if the meeting is after hours or on “off” days.
5. **Smoking:** First UU is a totally non-smoking campus.
6. **Storage:** This will be negotiated on a case-by-case basis. First UU is not responsible for unsecured items left on Church premises.
7. **Kitchen:** disposable paper supplies such as cups, plates, forks, and napkins must be supplied by the renter and removed after each meeting. Dishes and other items must be washed and stored. Nothing may be left in the sink, dish drainer or on the counters.
8. **Security:** depending on the type and size of the 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:** except for the Sanctuary, all the buildings have their own thermostat. 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 ½ hour early and turn on the air conditioning/heat to ensure the room is comfortable. Air conditioning or heating for the Sanctuary will be pre-programmed by the Church office prior to the event.
10. **Independent Contractors:** Use of outside contractors, such as AC technician, videographer, caterer, photographer, pianist, or other musicians must be contracted separately.