

## **BUILDING USE EXPENSE SCHEDULE**

### **FOR NON-MEMBERS SPECIAL EVENTS**

To secure space at the Unitarian Universalist Church of the Restoration for your special event, you must:

1. First, submit a Request Form along with a non-refundable \$100 deposit to the church office. If you should cancel your event, you forfeit the deposit.
2. When your request is received and the date reserved, we will mail a letter of confirmation for your records.
3. It is expected that you will pay the full balance no later than two weeks before the date of your event.

**(Costs are for space only and do not include fee for minister and/or musicians.)**

SANCTUARY (capacity 100-120)	3 hours \$350.00
FELLOWSHIP HALL (capacity 75-100)	3 hours \$350.00
USE OF KITCHEN	\$50.00

### **FOR MEMBERS/STAFF EVENTS**

One of the privileges our members/staff enjoy is the occasional use of our gathering spaces. There is the expectation that the sexton fee will be paid by the member/staff and that any anticipated use of space is processed through the front office and arranged in similar fashion to non-member usage of Fellowship Hall (capacity 100-125) – Hale Lounge (capacity 25).

#### **NOTE:**

Please understand that the Church of the Restoration is an active worshipping community. As such, there may be dates or times that we will be unable to accommodate your request due to official church activities.