

Rental Basics

Members

Use of church facilities will be granted as space permits under the following conditions:

- Members may seek to use the building for activities of a non-profit nature.
- Members must obtain approval from the Office Administrator and sign a rental contract.
- All member events will function in harmony with the Seven Principles and Mission & Vision of the church.
- Fees for building use by church members will be waived except for custodial services. Custodial services fees are based on the areas used.
- The church must be set up as it was found, and all trash removed from the property.

Non-Members

- NO alcohol may be served at non-member events.

Meetings: One-time – \$50 building use + \$50 damage deposit

- up to 50 attendees
- add \$50 for kitchen use for cooking
- add \$25 for Sights & Sounds basic microphone set up / \$50 for Sights & Sounds assistance for entire event (use of projector, multiple microphones, music)
- clean up check list provided / custodial support available for additional fee
- fees due when reserving space

Ongoing: weekly, monthly, quarterly – limited availability for community groups. Please contact the church office (uucm@uuchurchmuncie.org) for more information.

Weddings / Parties / Memorial Services, etc. – building use fees based on size of group. One half of building use fees required to reserve the space.

- Up to 100 guests: \$150
- 100-250 guests: \$300

Other fees:

- Minister - all arrangements must be made with minister directly. Minister must approve other officiants.
- Damage Deposit: \$200 for all events. Refunded 1 week after event if no additional cleaning costs are incurred.
- Event Coordinator (required): \$100 wedding & rehearsal only / \$150 with reception
- Custodians (required): \$100 – \$150 depending on event size

Optional fees:

- Sights & Sounds Coordinator: \$50 (use of projector, multiple microphones, recorded music).
- Wedding reception: \$150
- Candelabras & candles: \$50
- Piano: \$50 (does not include pianist)

Check the availability of our building: <http://www.uuchurchmuncie.org/members/calendar/building-calendar/>