

# First Unitarian Universalist Society of Albany

## Building Use Fee Schedule

<b>Space</b>	<b>Fees, General Public</b>
Emerson Community Hall .....	\$600
Sanctuary .....	\$220
Channing Hall .....	\$180
Stott Lounge (Library) .....	\$50
Kitchen .....	
For coffee and tea only .....	\$25
For carry in meal/refreshments .....	\$45
For preparing a meal.....	\$110 (renter provides own cookware)
Classrooms	
Small (with chairs and tables) .....	\$25
Small (with sofas) .....	\$40
Large (with chairs and tables).....	\$40
Room B-8.....	\$50
<b>Audio-Visual Equipment</b>	
TV/VCR.....	\$25
Sound system (Emerson, Sanctuary .....	\$45
or Channing)	
Video Projector and screen.....	\$45 (renter provides own laptop computer)
<b>Building Steward Fee</b>	
<i>Assist during large events: open doors, answer questions, provide security, lock up at end)</i>	
Building Steward .....	\$50 first three hours, \$10 per additional hour
<b>Weddings</b>	
Wedding administration fee .....	\$50 (non-refundable)
<i>All wedding rentals include time for wedding rehearsal (usually the day before,) use of sound system, use of Room B-7 for changing, and Building Steward to manage doors.</i>	
Sanctuary.....	\$250
Emerson Hall and Kitchen .....	\$5 per person (\$600 minimum)
Emerson Hall, Sanctuary, .....	\$7 per person (\$700 minimum)
Channing Hall, and Kitchen	

**Rental Deposit**

Rental other than wedding

A deposit of \$100 or the full rental fee, whichever is less, is needed to reserve the room. The balance is due the week before your event.

Wedding

A deposit of \$150 (the wedding administration fee \$50 and a rental deposit of \$100) is needed to reserve the room. The balance of the rental fee is due the week before your event.

**Security Deposit** (Refundable).....\$100 minimum (amount to be decided by the church)  
*The Security Deposit is due the week before your event. It should be a separate check from the rental payment. The security deposit check will be returned to you within two weeks after your event if there are no damages or further costs incurred by you or your guests.*

**Key Deposit** (Refundable) .....\$10

Renters are issued a key to the building for an event that occurs when the office is closed and doesn't use a Building Steward.

**Non-Profit/Community Groups Rentals**

Non-Profit groups (501-C-3)) may apply for discount, typically 50% of the customary charges. Groups paying discounted rates will do all their own set up and break down, being sure to leave every room they used in as good condition as they found it.

**Member Rentals**

Active, pledging FUUSA members may use the Sanctuary free of charge for life passage events, including weddings or unions, memorial services, and child dedications. Other rooms booked for these life passage events, plus all other uses of church facilities by members for private parties/events, will be at 50% of the general public rate. Members paying discounted rates will do all their own set up and break down, being sure to leave every room they used in as good condition as they found it.