

## RENTAL FEES FOR FACILITY USE

Our facility may be used for rental space based on availability. The Minister and Office Administrator reserve the right to refuse rental space to anyone or any group without having to state a reason. Our rates are printed on the back of the Room Usage Contract (see appendix) and can change, however, the rate published at the time of the contract will be the rate honored if rates should change before the scheduled event happens.

All voting members of the church are eligible for the Member rate. The Minister and Office Administrator have the authority to lower the rate from what is published. There is no charge for voting members to have a Rite of Passage Service (wedding, child dedication, memorial service) for an immediate family member, or family member that is 1 step from relation to the member (parents, siblings, mother/father in law, brother/sister in law) However, the voting member would be expected to pay the fees for the Music Director and Sexton. The Minister and the Music Director have first right of refusal for any service.

Payment of facility usage (room rental amount plus Sexton fee) is required in full at least 1 week prior to the event for members and two weeks prior to the event date for nonmembers. Checks should be made payable to UU Church of Nashua, or UUCN, and mailed to the church office or dropped off in person.

This policy does not apply to UUCN affiliated groups (as listed in the By-Laws Article 13). These affiliated groups have individual agreements with UUCN regarding facility use. Non-profit groups may rent the facility at half the cost of the nonmember rate. All outside groups using our facility and serving alcohol will provide the church office a copy of their Liability Certificate naming the UU Church of Nashua as additionally insured on the certificate, be given a copy of UUCN's Alcohol policy and be expected to comply. Any UUA affiliated organization or UU Congregation will not be charged facility or Sexton fees for use of our facility.

If this is a UUCN event, rental fees do not apply, please refer to room request form.

Approved by Staff 12/15/15

Revised 3/22/16