

UNITARIAN UNIVERSALIST CHURCH OF LANCASTER

538 West Chestnut Street, Lancaster, PA 17603

Email: office@uuclonline.org

717-393-1733 (Ext. 201)

Memorial Service Fees

FEES FOR MEMBERS	FEES FOR NON-MEMBERS
Sanctuary Rental: No fee Capacity 1/2023: 185 people (+35 people in Women's Memorial Room)	Sanctuary Rental: \$300.00/3 hours Capacity 1/2023: 185 people (+35 people in Women's Memorial Room)
Sanctuary Streaming Capability: \$100.00 Paid directly to Technician	Sanctuary Streaming Capability: \$100.00 Paid directly to Technician
Minister: No fee	Minister: Suggested Honorarium: \$315.00 Paid directly to Minister
Musician: \$150.00 Per Musician/Accompanist Paid directly to Musician	Musician: \$150.00 Per Musician/Accompanist Paid directly to Musician
Audio/Visual Technician: \$100.00 Paid directly to Technician	Audio/Visual Technician: \$100.00 Paid directly to Technician
ADDITIONAL FACILITIES	ADDITIONAL FACILITIES
Emerson Hall: No fee Capacity 1/2023: 100 people	Emerson Hall: \$35.00/hour Capacity 1/2023: 100 people \$250.00/day
Emerson Hall w/Kitchen: No fee Capacity 1/2023: 100 people	Emerson Hall w/Kitchen: \$45.00/hour Capacity 1/2023: 100 people \$330.00/day
Founders' Hall: No fee Capacity 1/2023: 150 people	Founders' Hall: \$35.00/hour Capacity 1/2023: 150 people \$250.00/day
Classrooms (each): No fee.	Classrooms (each): \$35.00/hour \$250.00/day
*Room capacities are subject to restriction according to current COVID policy. Please see the current UUCL COVID policy for more information.	

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FACILITY POLICIES

FEES: Half of the total balance due to UUCL for space usage is due within 30 days of receipt of paperwork. When a reservation is made in a period less than 30 days before the space need, half the total balance is due within 7 days of the space usage. The remaining balance is due on the closest business day to the space usage with the exception of the minister (for non-members), musician(s), and technicians. Those individuals are to be paid separately and directly on the day of the event.

CANDLES: When candles are used as a part of the event, you are responsible for providing them. Fees will be charged if special cleaning is necessary to remove wax.

PHOTOGRAPHY: Flash photography or lighted videography is permitted during any Service only by permission of the Minister. Photographs and video, which do not require special lighting, are permitted.

AISLE RUNNERS: Due to the difficulty in maintaining a stable walking surface, the use of aisle runners is prohibited.

ORDER OF SERVICE: We can coordinate the designing and printing of Order of Service bulletins if requested with advance notice. Prior to beginning the project we will confer if additional fees will be requested.

SMOKING/ALCOHOL USE: Unitarian Universalist Church of Lancaster is a smoke-free/drug free facility. No smoking is permitted anywhere in the Church building. The use of alcoholic beverages anywhere on the Church premises is also prohibited.

KITCHEN FEES: Kitchen fees cover only the use of the kitchen and dishes. They do not cover the cost of buying, preparing or serving the food itself.

The undersigned shall indemnify, defend and hold harmless the Unitarian Universalist Church of Lancaster (the "Church"), its Trustees, members, personnel, employees, agents, representatives, contractors, successors and assigns, as well as any other user, tenant, guest, licensee or occupant of the Church premises, from and against any and all claims, damage, injury, liability, loss or expense, including attorney's fees and expenses (collectively "Obligations"), arising out of or resulting from undersigned's presence in, or use of, the Church premises. The Church and its Trustees, members, personnel, employees, agents, representatives, contractors, successors and assigns, shall not be liable in any manner (including, without limitation, direct, indirect, special, incidental or consequential damages) to the undersigned, or the undersigned's personnel, employees, agents, representatives, contractors, successors or assigns, for any Obligations arising out of or resulting from undersigned's presence in, or use of, the Church premises.

Signed _____ Date _____

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CONTACT INFORMATION

Contact Name: _____

In Memoriam: _____

Street Address: _____

Town, State, Zip Code: _____

Phone Number: _____

Email Address: _____

Date and Time of Event: _____

Name of Presiding Minister: _____

Would you like for the Unitarian Universalist Church of Lancaster's Pianist to play? **NO YES**

Would you like the Unitarian Universalist Church of Lancaster's Music Coordinator to sing? **NO YES**

Would you like to request any recorded music to be played? **NO YES**

Would you like the service to be livestreamed for virtual attendance? **NO YES**

Would you like a recording of the service to be made available to you after the service? **NO YES**

Would you like photos to be included in the livestream and recording? **NO YES**

If you would like to invite another musician to perform and/or sing, please give their name(s), email address(es), and phone number(s) for consideration for approval by our Music Coordinator.

Do you wish to use the Church for a reception? **NO YES**

Do you wish to use the Church kitchen? **NO YES**

If the Church is used for your reception, who will prepare and serve the food?

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FEE WORKSHEET

Minister: Suggested Honorarium: \$315.00 (Paid directly to Minister)

Musician: \$150.00 per Musician (Paid directly to Musician)

Audio/Visual Technician: \$100.00 (Paid directly to A/V Technician)

Sanctuary Streaming Capability: \$100.00 (Paid directly to Streaming Technician)

Sanctuary Rental: \$300.00/3 hours _____

Emerson Hall: \$35.00/hour _____

Emerson Hall w/Kitchen: \$45.00/hour _____

Founders' Hall: \$35.00/hour _____

Classrooms (each): \$35.00/hour _____

Other: _____

TOTAL FEES: _____

DUE UPON SIGNING: _____

DUE DAY OF EVENT: _____

Checks can be made out to *UUCL* or the *Unitarian Universalist Church of Lancaster at 538 W. Chestnut St, Lancaster, PA 17603.*

Office Use:

First Payment received, upon signing: Date Paid: _____ Check #: _____

Final Payment received, business day of service: Date Paid: _____ Check #: _____