

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 CHURCH MEMBERS | FEES FOR NON-MEMBERS |
|---|---|
| Sanctuary Rental: No fee Air conditioned. Capacity: 200 people. 3 hour usage. | Sanctuary Rental: \$500.00 Air conditioned. Capacity: 200 people. 3 hour usage. |
| Minister: No fee | Minister: Suggested Honorarium: \$350.00 Paid directly to Minister. |
| Musician: Fee set by Musician and paid directly to Musician. | Musician: Fee set by Musician and paid directly to Musician. |
| Audio/Visual Technician Range: \$50.00 - \$150.00, paid directly to Technician. | Audio/Visual Technician Range: \$50.00 - \$150.00, paid directly to Technician. |
| Processing Fee: \$ 50.00- Non-Refundable | Processing Fee: \$ 50.00- Non-Refundable |
| ADDITIONAL FACILITIES | ADDITIONAL FACILITIES |
| Emerson Hall: \$35.00/hour Capacity: 90 people | Emerson Hall: \$35.00/hour Capacity: 90 people |
| Emerson Hall w/Kitchen: \$45.00/hour Capacity: 90 people | Emerson Hall w/Kitchen: \$45.00/hour Capacity: 90 people |
| Founders' Hall: \$35.00/hour Capacity: 100 people | Founders' Hall: \$35.00/hour Capacity: 100 people |
| Classrooms (each): \$35.00/hour | Classrooms (each): \$35.00/hour |

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FACILITY POLICIES

FEES: A \$50.00 Non-Refundable processing fee is due at the time of the space reservation for both members and non-members. Half of the total balance due to UUCL for space usage is due within 30 days of receipt of paperwork. The remaining balance is due, along with the full payments to the minister (non-members), musician(s), audio technician, to be paid 30 days prior to your event date.

SUNDAYS: Due to Sunday Worship scheduling, shortage of preparation time and custodian coverage, Sunday events will not normally be considered. If Sunday events are approved under special circumstances, they shall not be scheduled before 3:00 pm, and end no later than 6:00 p.m. Additional fees may apply. Exceptions for members of UUCL could be possible.

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.

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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INFORMATION

Contact Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Date and Time of Event: _____

Name of Presiding Minister: _____

Do You Wish Unitarian Universalist Church of Lancaster's Pianist to play? **NO YES**

If you would like to invite someone else to play, please give his/her name, address and phone number for consideration for approval by our Director of Music.

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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The section below this line is for office use only. The Office Administrator will determine your fees with you and a copy of the form with completed fees will be sent to you.

Fees

Non-Refundable Processing Fee =\$ 50.00

Minister =\$ _____

Musician =\$ _____

Facilities Director =\$ _____

AV Tech =\$ _____

Emerson Hall =\$ _____

Founders' Hall =\$ _____

Classrooms =\$ _____

Kitchen =\$ _____

Sanctuary =\$ _____

Custodial Staff =\$ _____

Other =\$ _____

Total Costs =\$ _____

UUCL Total Fees Due: _____

Processing Fee: \$50.00 Date Paid: _____ Check #: _____

First Payment received: 30 days after reservation
Date Paid: _____ Check #: _____

Final Payment received: 30 days prior to event
Date Paid: _____ Check #: _____