

## **First Unitarian Church of Lynchburg Facilities Use Policy**

The facilities of First Unitarian Church are available for meetings of community groups and for public and private events that are consistent with the overall goals and mission of the church.

Three spaces are available:

- The sanctuary, which seats 80-100 people for services, presentations, or concerts.
- The fellowship hall, a space approximately 25ft. by 42ft, connected to the sanctuary and with an adjacent kitchen, suitable for receptions, dinners and other events.
- The parlor in Unitarian House, with a kitchen, appropriate for small group meetings.

### Rental Fees

There are two rental intervals per day of approximately 4 hours each for the Fellowship Hall and the Unitarian House Parlor: morning/early afternoon and late afternoon/evening. In defining the limits of any given interval, we shall try to accommodate your needs, but the final authority for all such decisions rests entirely with First Unitarian Church.

Fees for the use of the facilities are as follows:

- |  |                    |
|--|--------------------|
| • Public events sponsored by a member of the church:   | No charge          |
| • Private events sponsored by a members of the church:   | Donation suggested |
| • Events and events sponsored by non-profit organizations not affiliated with First Unitarian:     | Donation suggested |
| • Meetings and events by for-profit groups, or by individuals not affiliated with First Unitarian: |                    |

Sanctuary	Fellowship Hall	U-House Parlor
Half day \$150	Half day \$150	Half day \$50
Full day \$250	Full day \$250	Full day \$75

*A security deposit equal to the rental fee is required*

### Expectations (or Terms)

All spaces must be returned to their original condition after the meeting or event, including removal of trash. A sexton's services for cleanup may be available on request for an additional fee. The security deposit will be refunded after the facilities have been returned to their original condition and the key(s) have been returned to the Administrative Assistant.

### Alcohol Use

Use of alcohol in the facilities of First Unitarian Church must be in accordance with all applicable local, state and federal laws. You may need to obtain a Banquet License from the Virginia Alcoholic Beverage Control Board.

### Scheduling

Use of these facilities is subject to availability, with priority given to church events and meetings or events sponsored by church members and friends. A single extra interval in the sanctuary will be permitted gratis for a wedding rehearsal if a mutually agreeable time is available. The person, including the Administrative Assistant, who shows the facilities and the Person who checks the condition of the facilities after use may be compensated for their time if it exceeds 30 minutes. Scheduling and request for climate control is done through the church's Administrative Assistant. For information and availability, call the church office at 528-0744.

### Ministerial Services Policy

It is the policy of First Unitarian Church that the Settled Minister reserves the right to approve or deny permission of any other clergy to perform ministerial services on the premises of, or in the name of First Unitarian Church.

Approved October 2009

**First Unitarian Church  
Facilities Reservation Form**

Name of Event: \_\_\_\_\_  
Date(s): \_\_\_\_\_  
Time(s): \_\_\_\_\_

Sponsoring Person or Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Category of Sponsor:  
☐ Member of First Unitarian Church  
☐ Non-profit organization not affiliated with First Unitarian Church  
☐ For-profit group or individual not affiliated with First Unitarian Church (see fee schedule above)

Facility Requested:  
☐ Sanctuary  
☐ Fellowship Hall  
☐ U House Parlor

Will alcoholic beverages be served? ☐ Yes ☐ No

Will the services of the sexton be needed for cleanup? ☐ Yes ☐ No

Notes or Special Needs:

Pick-up and return of keys and climate control requests should be coordinated with the Administrative Assistant. The person signing the Facilities Reservation Form and the sponsoring organization will be held responsible for all matters related to the activity. The space must be returned to its original condition after the meeting or event, including removal of trash. If the facilities have been returned to their original condition, the security deposit will be refunded upon return of the key(s) to the Administrative Assistant. Please submit separate checks for facilities use and security deposit with the completed Reservation Form. First Unitarian Church; 818 Court Street; Lynchburg VA 24504.

Person requesting facility (please print name): \_\_\_\_\_

Signature: \_\_\_\_\_