



Unitarian Universalists San Luis Obispo
2201 Lawton Ave, San Luis Obispo, CA 93401
Phone 805-439-0188 Email: office.uuslo@gmail.com

FACILITY USE FEES

<u>ROOM</u>	<u>DIMENSIONS (approx)</u>	<u>SEATING CAPACITY</u>	<u>FEE</u>
Sanctuary	75' x 40'	181	\$175
Social Hall	35' x 28'	60	\$50
Meeting Room	20' x 12'	12	\$25
Library	24' x 12'	12	\$25
Kitchen	N/A	N/A	\$20

- This fee schedule applies to single event rentals up to 4 hours long. Each additional hour is at ¼ the fee stated above.
- The Social Hall has the potential for expanded space with seating up to 100. Speak with the Administrator for details.
- Additional fees apply for use of special equipment - see attached list.
- Checks should be made out to "UUSLO". See the Administrator for credit card payments.
- A deposit of \$100 is required for any event with 75 or more in attendance. A deposit of \$50 may be required for smaller events if the kitchen is used or food is served.
- Deposit is *in addition* to the rental fees and will be returned if the facility is properly left (no damage is done, no extra cleaning required, and no furniture rearrangement needed). The room must be left as it was found.
- Reduced fees for **non-profit groups** (501c3) renting for more than 4 hours may be negotiated by the Minister or the Administrator. Reduced fees are not available for the Sanctuary.
- Members of the Congregation pay 50% of facility use cost for private functions (weddings, birthday parties, etc...). Members pay no fee for church sponsored events. All fees for members may be waived at the discretion of the Minister.



Unitarian Universalists San Luis Obispo
2201 Lawton Ave, San Luis Obispo, CA 93401
Phone 805-439-0188 / Email: office.uuslo@gmail.com

Facility Use Application and Agreement

Date _____

Name of Organization _____ Email _____

Organization Representative _____ Phone _____

Address _____
Street City State Zip

Room(s) you wish to use: Sanctuary ___ Social Hall ___ Meeting Room ___ Kitchen ___ Library ___

Purpose of event: _____

Public event? Yes ___ No ___ Admission to be charged? Yes ___ No ___ Amount: \$ _____

Date(s) of event: _____ Time _____ Alternative date & time: _____

Attendance estimate: Adults _____ Children _____ Will you serve refreshments? _____

Non-profit groups may request reduced facility charges. To do so, please state your reason: _____

The Unitarian Universalists Fellowship San Luis Obispo (UUSLO) and

_____ (Renter), agree as follows:

The above described facilities at 2201 Lawton Ave, San Luis Obispo, CA., will be rented on these dates:

Certificate of Insurance provided by: _____ Amount: _____

NON-PROFIT STATUS

To Qualify for Non-Profit Status, renter agrees to:

Provide a Welfare Exemption Claim when the facilities are used more than once a week.

Provide a tax letter, designating non-profit status {501(c) (3)} or income tax returns (if applicable) for use once a week or less.

Provide Tax ID Number: _____, if use is less than three (3) times a year.

The Renter agrees to pay a deposit of: \$ _____, and rent of: \$ _____

The Renter acknowledges that these premises are in good condition with any exceptions separately noted. Any deposit (if taken) shall be returned within three (3) weeks after vacating - if premises are left in good order. If entire deposit is not returned, the Renter shall be provided with a written explanation of why. The Renter agrees to comply with the *Facility Use Policies* and the *Facility Use Regulations* which are a part of this agreement.

Signature: _____ Title: _____ Date: _____

FOR OFFICIAL USE ONLY:

Reviewed by: _____ Approved? Yes ___ No ___ Date _____

Additional Equipment and Staff

Fee is for a 4 hour block with room. Personnel request will be honored depending on availability. Personnel will be paid separately except Custodian. All these items must be approved in advance by the appropriate staff member.

<u>Item</u>	<u>Notes</u>	<u>Fee</u>
<input type="radio"/> Piano		\$50
<input type="radio"/> Keyboard		\$20
<input type="radio"/> Other Instruments	Discuss in advance with M.D.	_____
<input type="radio"/> Basic Sound System	Sanctuary only	
<input type="radio"/> Full AV	Sanctuary only, Tech also required	\$25
<input type="radio"/> Projector / Screen		\$15
<input type="radio"/> Printer	\$.04 per copy, B&W, 8.5x11, single side \$.08 per copy, Color, 8.5x11, single side	
<input type="radio"/> Full Dish Use	For more than 20 settings	\$25
<input type="radio"/> Tablecloths	Quantity needed _____	\$2 per = _____
<input type="radio"/> Sound Tech		\$100
<input type="radio"/> Full AV Tech		\$125
<input type="radio"/> Custodian		\$75
<input type="radio"/> Set-up / Clean-up Labor	Per hour fees can be arranged	\$75
<input type="radio"/> Pianist	(includes use of piano / keyboard)	\$125
<input type="radio"/> Child Care		\$75
<input type="radio"/> Office	Three available; only on approval	\$25
<input type="radio"/> Nursery	Child Care provider also required	\$25
<input type="radio"/> Art Room	Child Care provider also required Art supplies not included	\$25