

UUCM Rental Fees

(Based on per hour; any portion of is charged for full hour)

Room	Capacity	Rate
Alcott	10	\$15.75
Anthony	30	\$21.00
Barnum Hall (tables and chairs)	150	\$47.25
Emerson Hall (tables and chairs)	50	\$26.25
Fahs	15	\$15.75
Fireside (tables and chairs)	20	\$21.00
Granite (tables and chairs)	20	\$21.00
Kitchen		\$52.50
Kitchenette		\$10.50
Sanctuary (including Emerson)	250	\$160.00
Sanctuary (rehearsal)		\$52.50
Young	8	\$15.75
Equipment		
Piano (with approved permission only to musicians)		\$50.00/150
CD player		\$25.00
Other (including linens, video screen, microphones, tc.)		\$25.00/50.00

- Memorials, and weddings have a bulk rate depending on needs.
- The rental fee is based on the use of the church building, time and requirements of the church.
- This is a for-profit rate. Non-profit organizations receive a discount.
- “Members” of the church also receive a discount. “Member” refers to people who have signed the Membership Book and have committed to be a voting Member of the congregation.
- Discounts apply for room rental fee only.
- Call 673-1870 ext. 1 for specific information and availability.

Unitarian Universalist Congregation, Milford, NH

Rental Guidelines and Policies

1. Our Minister, Council and staff have access to all parts of the building at all times.
2. Building must be left in the same condition it was prior to the rental. It must be clean with all equipment, dishes, chairs, tables, etc., cleaned and returned to their respective locations. All food and rubbish must be removed from the church. Please observe the “bring in and take out” ruling for your food and waste. All garbage must be placed in proper receptacles and please recycle accordingly. No property is to be removed from or stored at the church without prior approval. Tables are not to be used in “common” areas, i.e., hallway.
3. If the building is not left in the same condition as it was prior to the rental or damage is sustained to the building or contents during the rental, the security deposit will be used to cover the costs. If the costs are less than the deposit, the remainder will be returned. This security deposit does not imply that the renter’s liability is limited to \$50. If the cost is more than the deposit, the renter agrees to compensate UUCM for such damage upon notice by UUCM. If a security deposit was not required at the time of rental, a request for the amount is expected to be forwarded to UUCM within 1 weeks from the notice.
4. Smoking is forbidden in or upon church property including the walkways.
5. The use of alcohol is not allowed by parties renting which are not affiliated with the church.
6. Animals (except seeing-eye dogs or other such animals) are not permitted in any part of the church with the exception of the 4-H and is then restricted to Barnum Hall.
7. Building renters will not tamper with, disable, or otherwise render inoperable any smoke, fire, or security detection devices nor alter in any way any devices associated with the sprinkler systems, sprinkler heads, and their support systems.
8. Building renters are responsible for ensuring that all stoves and cooking devices are turned off before leaving the building. **Candles are not to be used without prior approval and presence of our custodian.**
9. If you are the last group or only group in the building, all lights must be turned off and all windows and exterior doors locked.
10. Thermostats (during the fall/winter season) should be turned no higher than 67 degrees and must be turned to 60 degrees (or lowest settings if the Fireside Room and/or Sanctuary are used). We will impose a surcharge if thermostats are not turned down to 60 degrees after your function. Turn the heat down if you are the last group or only group in the building.
11. Church functions may take precedence over non-church events. Renters will be informed as early as possible if cancellations are necessary so that other arrangements can be made. UUCM will try to accommodate the renters with other rooms if possible.
12. No nails, tacks, staples, transparent tape, or any other types of tape shall be used on any wall, ceiling or woodwork. Any decorations put up in the building must be removed the day of the

event. For special functions – and upon request by the renter – the day before the function may generally be reserved for decorating. An additional fee may be required.

13. If food is to be served, you must also rent the kitchen. Food or drink is NOT allowed in the Sanctuary.
14. **The piano (and organ) cannot be used without prior office approval.** Rental of the piano can be made only to professionally and scholastically-qualified applicants and a charge is involved. If a different piano is brought into the building, it must have casters set in protective cups to prevent floor/carpet damage.
DO NOT MOVE THE PIANO OR STORE ITEMS ON THE PIANO.
15. Tablecloths are available for an additional fee.
16. All renters must have a single point of contact responsible for the building usage. This individual's name and phone must be written on the contract and be current. Any renter using a church member as a referral must also have the church member sign the contract.
17. All single event renters for any significant event must have a UUCM sponsor or hire the UUCM Event Coordinator to make sure the building is ready for the event and that it is closed properly at the end of the event. This includes opening the building, turning on the heat and lights, readying the rooms, setting up chairs, turning on the sound system, providing kitchen use orientation, providing lift use orientation, etc. It includes closing up the building after the event. A UUCM sponsor is a member or friend who will take responsibility for the tasks described. They too must sign the contract and be held responsible.
18. If the lift is needed for people who have difficulty with stairs, arrangements need to be made ahead of the event as a key is required. **During the winter, the handicapped access ramp in the front of the building will be closed.** People who have difficulty climbing stairs should come in the back door (through Barnum Hall) and use the lift to get to the first floor.
19. A ten (\$10) deposit for key may be required. The deposit shall be refunded when the key is returned to the Church Office. The deposit shall be considered forfeited if the key is not returned within one (1) week of the event. **Keys or access codes must not be given to anyone other than the person to whom they were issued** and to whom we have current contact information for. Codes are reset periodically – please check with the church office for the current code. **If a key or code is given to another person by the renter and not the office, renting privileges will be suspended.**
20. Renters will be charged for the entire time while “in” the building regardless of when the event actually begins or ends. **You may only be in the building for the times noted on the contract.** If the ending time should go beyond your contracted time by more than ½ hour, please notify the church office the next business day.
21. **When promoting your event to the public, do not advertise UUCM as a “sponsor”.** The church trustees are responsible for making those decisions. UUCM can be used as the location only.
22. Long-term renters will provide their own insurance and give the church a copy of their current policy. Telephone service is not provided while you are renting the building. Please bring a cell phone.

23. Parking is permitted in the back lot except in the spot designated for the Minister. There are Handicap Accessible spaces designated for those with HP plates. The side parking lot is not available until after 5:30 PM on weekdays and after 5:00 PM on Saturdays. If additional parking is needed there are spaces on Elm Street and a Municipal Lot has recently been created behind the side parking lot next to the Milford Police Station.
24. Groups of 100 or more may be required to have a Milford police officer present. Police coverage is to be requested, coordinated, and paid for by the renter directly with the Milford Police Department (673-7717).
25. UUCM assumes no responsibility for the safety of any private property brought onto the premises.
26. UUCM reserves the right to accept or reject any application or to terminate at will any rental agreement at any time without discrimination. Church-related functions may void any use of our building by a renter.
27. Rental fees are subject to change at any time.

This is a legally binding contract. By signing below you acknowledge to abide by these rules to protect this multi-million dollar building, all its occupants and belongings. The person whose name appears on the accompanying contract is responsible as the renting party or responsible party for an organization and no other person shall have the key or code to the building and the renter will refrain from use of the building when not in the contract date for use as such. You also acknowledge a copy of this agreement and contract.

Name/Signature: _____

Date: _____

UUCM MINISTER'S FEES

Definition of Member: "Member" refers to people who have signed the Membership Book and have committed to be a voting Member of the congregation.

The following fees apply to the family members of Members (including spouses, children and parents), except in the case of a memorial service or interment for a minor child of a Member.

<u>Child Dedications</u>	Members	Non-Members
As part of regular Child Dedication service with congregation	No Fee	No Fee
Private ceremony at UUCM – family brings rose and other elements of service	\$150	\$250
Location other than UUCM	Add reimbursement for travel: - \$30 for each part/full hour travel - \$.50/mile	

<u>Weddings/Services of Union</u>	Members	Non-Members
At UUCM (includes rehearsal)	No Fee	\$500
Location other than UUCM	No Fee	\$500
	Add reimbursement for travel: - \$30 for each part/full hour travel - \$.50/mile	

<u>Memorial/Funeral Services</u>	Members	Non-Members
At UUCM	No Fee	\$500
Location other than UUCM	No Fee	\$500
	Add reimbursement for travel: - \$30 for each part/full hour travel - \$.50/mile	

<u>Interment</u>	Members	Non-Members
Location other than UUCM	No Fee	\$150
	Add reimbursement for travel: - \$30 for each part/full hour travel - \$.50/mile	