

## UUCB Facility Rental RATES

all rentals in groups 2-4 include a UUCB Host for opening/closing, instruction, site supervision

SPACES	Rental GROUP 1	Rental GROUP 2	Rental GROUP 3	Rental GROUP 4
1 Unit = a time block morning, afternoon or evening with some flexibility	<b>UUCB or group donating proceeds to UUCB. Incl. weddings &amp; funerals for church member or spouse</b>	<b>Nonprofit group or individual not charging fees or donations except to cover the rental</b>	<b>Nonprofit charging fees, selling tickets or making sales</b>	<b>For-profit group or individual charging fees, selling tickets or making sales</b>
<i>Examples:</i>	<i>Merrymeeting Singers, Side Door, L.L. piano practice</i>	<i>AA, Veterans for Peace, benefit event where all proceeds go to the charity</i>	<i>Vox Nova Choir performance, Midcoast Youth Theater</i>	<i>Professional musician performance, Dance lessons</i>
<b>Sanctuary &amp; Fellowship Hall</b> with adjacent rooms	No charge (custodial & A/V fees may be added)	\$100 per unit	\$150 per unit	\$200 per unit
<b>Pennell (RE) Wing</b> MMB-A & B	No charge (custodial fee may be added)	\$40 per unit	\$60 per unit	\$80 per unit
<b>Whole Building</b> (see kitchen add-on below)	No charge (custodial fee may be added)	\$140 per unit	\$200 per unit	\$270 per unit
<b>Single Classroom</b> MMB-A (with wall closed)	No charge (custodial fee may be added)	\$20 per unit	\$30 per unit	\$40 per unit
ADD-ONS TO ROOM RENTALS				
Piano	No charge	\$20 per unit	\$30 per unit	\$40 per unit
Audio/Visual MINIMAL- 1 Mic Only	No charge	\$20 per unit	\$20 per unit	\$20 per unit
Audio/Visual FULL – Multiple mics and video screens with computer & Internet. <i>(includes an approved operator for event)</i>	No charge with required training (otherwise \$60 for the operator)	\$70 per unit (3 hours max)	\$90 per unit (3 hours max)	\$110 per unit (3 hours max)
Kitchen Incl. use of all dishes	No charge	\$20 per unit	\$30 per unit	\$40 per unit
Custodial – cleaning and rearranging furniture after event <i>Does not include kitchen cleanup</i>	REQUIRED for weddings & funerals \$50/hour actual time (\$50 minimum)	Custodial Fees charged at \$50/hour based on use. Food Service using Sanctuary space – 4 hours (\$125) Group size 25+ meeting – 1 hour (\$50) Group size 25+ Sanctuary – 2 hours (\$75) Events more than 1 unit – 2 hours (\$75)		
		<b>MULTIPLE DAY RENTAL</b> (e.g. program series, lessons): The first 3 units charged as noted, units beyond 3 charged at 50% of listed rental fee		

Note: Facility Rentals are managed by the UUCB Rental Subcommittee which schedules the UUCB host for events. Payments and custodial refunds are managed by the Church Administrator (UUCB, PO Box 129, Brunswick, ME 04011)

## SPACES NOTES

Groups or individuals renting a particular area of the church have exclusive use of that space for the agreed rental time. No other groups or meetings will interfere with the rented area. Renters agree to not interfere with other users in other spaces in the building. Corridors and restrooms are common spaces and must be shared.

UNITS are approximately 4 hours long – arrival to departure, inclusive. Typically these are: Morning 8:30-1:00, Afternoon 1:00-5:00, Evening 5:00-9:30. Extension of these times will add another unit to the rental.

### EXAMPLES

Performance or Public Presentation = 1 Unit (Sanctuary, Fellowship Hall & adjacent rooms)

- This includes time for setup, performance and cleanup – all done in the same time block. For example, the organizers arrive at 5:00 for a 7:00 show and leave the building at 10:00.

Rehearsal = 1 unit (could be Sanctuary where the performance will be, or in the Pennell Wing - Merrymeeting Bay Room)

- For example arrive at 2:00 and rehearse until 5:00 in preparation for a performance. If no fees are being charged this would usually fit into Rental Group 2
- A performance following the rehearsal would be an additional unit and be charged in Rental Group 3

Meetings - # units depends on the length of the meeting/reservation

- Groups usually rent the Merrymeeting Bay Room. With the moveable wall closed it is a single classroom (MMB-A), and when it is open the rental is for the whole Pennell Wing (see below).
- Meetings are usually scheduled for a Morning, Afternoon or Evening (for example 8:00-noon; 1:00-5:00; 6:00-9:00) = 1 unit each
- An All-day meeting (e.g. 9:00-4:00) = 2 units

### MEETING ROOMS

The most appropriate (and cost effective) space for meetings is in the Merrymeeting Bay Room – smaller groups (up to 12) fit into one half of the large space with the wall closed (MMB-A). This is the part of the room with windows and natural light; larger groups are more comfortable in the larger space with the wall open.

Groups that rent the whole Merrymeeting Bay Room (MMB-A & MMB-B) also have access to the 3 smaller classrooms. Please note that furniture in the small rooms is sized for children and teens and may not be suitable for adult meetings. However, the furniture can be rearranged, chairs and tables can be brought in and used for break-out sessions. After the meeting the furniture must be returned and reset as it was.

### WEDDINGS

UUCB has a flat fee for weddings of \$560. This includes access to the Sanctuary and Kitchen all day, full A/V system with tech (2 hours max), Custodial cleanup (setup before event would be an extra \$100). The flat fee DOES NOT include payment for services of the minister or any musicians.