

WELCOME TO FIRST UNITARIAN CHURCH OF CINCINNATI
536 Linton Street, Cincinnati, Ohio 45219
513.281.1564

RENTING SPACE IN OUR BUILDING

First Unitarian Church welcomes people of all faiths to its newly renovated historical building! First Church offers a spiritual home for its members and visitors. When space is not committed to church-sponsored functions, our versatile facility can be rented for memorial services, weddings and commitment ceremonies, engagement parties and showers, as well as retreats, fundraising events, concerts, lectures, recitals, or other events. Our building is handicapped accessible and the Sanctuary is equipped with assisted listening devices. We offer a convenient parking lot across Linton Street for guests or outdoor events.

Following our spiritual tradition, First Unitarian Church expects renters to comply with our Unitarian Universalist principles, to our congregational purpose as set forth in the church Constitution, and our Mission Statement which reads

Our urban Unitarian Universalist community celebrates and supports one another on our spiritual/ethical paths. We work for justice, dignity and respect for the web of life.

This means that renters of our facility should not practice any form of discrimination based on religion, race, age, gender, or sexual orientation. We presume that our renters will practice good stewardship in relation to the building, furnishings, and equipment. Use of the facility, including grounds and parking lot, shall be conducted in such a manner that the church remains a good neighbor and an asset to the community.

RENTAL PROCESS

- Call the Administrator at 513.281.1564 to check if the date for your planned event is open on the church calendar. The Administrator will ask questions about your event purpose and organization; we may request your Mission Statement or equivalent statement of purpose, as well as other group literature. First Church rental policies will be reviewed with you at this time.
- Make an appointment to tour rental space in the church and ask specific questions.
- Work out your rental fee by adding together required space and services.
- When you make the decision to rent, your event space and time will be placed on the calendar by submitting 50% of your rental fee total and a refundable security deposit, signing the Facilities Use Contract, and receiving your copy of the Facilities Use Policy Handbook. The final fee must be paid in full two weeks prior to the event.
- You will be called following the event for your input about the things you “liked best” and the “next time” suggestions.

ROOMS AND RATES: *Add together the room(s) and services required for your event. A trained Host or Event Coordinator will be provided during rental events. Extra hours are available for all rooms for an additional fee that will be determined by the Facilities Use Committee.*

ROOMS	FEATURES AND FEES
Historic Sanctuary	Seating for 250. Tiffany stained glass window. Antique Wood carving. Grand piano and organ. Nearly perfect acoustics. State-of-the-art professional sound system. No food or beverages allowed in the Sanctuary. <i>Fees: (4 hours). Wedding + Rehearsal - \$300. Wedding - \$250; Memorial Service - \$250. Dedication - \$150. Concert/Play - \$250; Concert/Play with One Rehearsal - \$300. Day Time Events - \$250. Extra hours on request for an additional fee.</i> Organ or Piano Use: Fee: \$50 for either. The piano is periodically tuned, but if there is a desire to have the piano tuned before an event the renter will pay for a tuner approved by the Music Director.

	Sound Technician: A variety of sound system options are available, depending on whether a trained church technician or a professional technician is needed. Requirements will be determined during rental process. Fees: \$0-\$150 and up.
	Keyboardist: Fee: \$150 (+ fee for organ or piano). First Church keyboardist has first right of refusal for weddings and memorial services. Outside Keyboardist is charged only for use of organ or piano.
	Minister: Fees: Non-member Wedding - \$400; Non-member Memorial Service - \$200. Use of building/sanctuary by other ministers must be cleared by settled minister.
Reception Area	Located just outside of Sanctuary. Large table may be used for reception fare. Fee: (3 hours). \$75. <i>Extra hours (ex. decorating time) on request for an additional fee.</i>
Fisher Room	Off Reception Area with door to Sanctuary. Meeting space for 10. Can be used as a “Green Room” or changing room. Fee: (3 hours). \$50. <i>Extra hours on request for an additional fee.</i>
Sr. High Room	Upstairs meeting space for 10. Can be used as a “Green Room” or changing room. Fee: (3 hours). \$50. <i>Extra hours on request for an additional fee.</i>
Ellen Hall Room	Social Hall space. Meal/table and chair setting for 90. Basic sound system available; no extra fee. Fee: (3 hours). For Meal - \$100. For Meeting - \$50. <i>Extra hours (ex. decorating time) on request for an additional fee.</i>
Kitchen	a) Full meal preparation: includes all dishes, silverware, and appliances. Renters bring their own tablecloths and napkins, consumables, including coffee, tea, sugar, cream, etc. Fee: (4 hours). \$100. <i>Extra hours on request for an additional fee.</i> b) Beverage, Snack Preparation: no dishes, pots, or utensils provided. Fee: (2 hours). \$25. <i>Extra hours on request for an additional fee.</i>
Other Spaces*	Front Yard, Parking Lot, Jr. High Room, etc.; Lower Level Religious Education Space. *Two rooms are not wheelchair accessible. Fees: To be determined.
Custodial Help	Most space rental requires a Custodial Service Fee, calculated on individual requirements for each event. May include any of the following: set-up, break down, clean-up, problem solving, handling building entry and closure, being present during the full event - for member and non-member events. Fee: \$25 an hour.

PRIORITIES AND RENTAL FEES

- Church members have free use of the building and the services of the Minister for life passage ceremonies (e.g., wedding, memorial service). Members have free use of the church building for properly scheduled meetings and social events that have a church-related purpose and are generally open to all members (e.g., committee meetings, choir rehearsals, social activity events or preparation for those events). *A custodial, security, or sound system fee may apply for any member event.* See the Facilities Use Policy Handbook for further clarification.
- All meeting space must be scheduled in advance with the Administrator.
- Church Members’ events take precedent over non-member requests for space.
- A Church Member may take the Host role at an event if they are an active member of the organization, take responsibility for the organization’s use of the space, handle building entry, be present during the full event, and secure the building after the event.
- The individual who signs the Contract for Facilities Use is responsible for the care of the building and church property for the duration of the contract.
- Rental fees will be charged to all users if the attendees are charged an admission fee.
- For all one-time non-member rental events, a refundable security deposit of \$100 is required when a contract is signed. The security deposit will be returned within 14 days after the event upon inspection of the building; unforeseen custodial services or damages will result in additional billing for costs to clean or repair.