

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, meetings, recitals, or other events. Our building is handicapped accessible and the Sanctuary is equipped with assisted listening devices. Most areas of the building are air-conditioned. We offer a convenient parking lot across Linton Street for visitors or outdoor events.

Following our spiritual tradition, First Unitarian Church expects renters to comply with our Unitarian Universalist principles, 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 ensures 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(s) 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 your submitting 50% of your rental fee total and a refundable security deposit, signing the Facilities Use Contract. 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.

	Included Spaces and Services
Wedding Package	Air conditioned historic sanctuary for a 2 hour rehearsal and a 4 hour wedding. Fisher Room (Groomsmen), Percival Library (Bridal party), reception area, use of organ/piano with approval, wedding planning assistance, wedding hosts, audio system and technician, security guard, set up and clean up-custodian. Total wedding package is \$1,100. Security deposit (refundable) \$250

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; 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. <i>Fees: \$0-\$150 and up.</i>
	Keyboardist: 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. <i>Fee: (3 hours). \$75. 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. <i>Fee: (3 hours). \$50. 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. <i>Fee: (3 hours). \$50. 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. <i>Fee: (3 hours). For Meal - \$100. For Meeting - \$50. 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. <i>Fee: (4 hours). \$100. Extra hours on request for an additional fee.</i> b) Beverage, Snack Preparation: no dishes, pots, or utensils provided. <i>Fee: (2 hours). \$25. 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. Shower <i>Fees: To be determined.</i>
Custodial Help	<i>Most space rental requires a Custodial Service Fee, calculated on individual requirements for each event.</i> 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. <i>Fee: \$25 an hour.</i>

RESERVATIONS, CONTRACTS, DEPOSITS

- The church name may not be used as a sponsoring congregation in any advertising or promotional literature unless it is an “official” Unitarian Universalist church event and permission has been obtained from the Board of Trustees. Do not publish the church telephone number as the phone number to call for further information for an event.
- Only rooms reserved and paid for may be used.
- Reservations may be cancelled by phone with the Administrator, followed within three days by written confirmation.
- If an event is cancelled up to 14 days in advance, all fees will be refunded. If an event is cancelled 14 or fewer days before the event, 50% of charged fees will be returned.
- For all one-time non-member rental events, a refundable security deposit of \$250 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.
- All security deposits will be kept in a separate escrow account.

POLICIES AND PROCEDURES FOR RENTERS

- All events will be assigned a church member as host. If a church member is an active member of the renting organization, they may serve the role of host, thus taking responsibility for the organization’s use of the space, handling building entry, remaining during the full event, and securing 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 and event(s).
- 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 \$250 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.

SECURITY: FOBS, BUILDING AND GROUNDS

- One-time renters will not be given fobs to the building.
- Renters are expected to keep all doors closed and locked at all times. A representative should be stationed at the main door to welcome guests.
- Renters should alert their guests that nothing should be left in an unattended car.

USE AND CARE OF FACILITIES

- As an environmentally responsible congregation we encourage renters to help fulfill our commitment by following all recycling instructions and using environmentally friendly products.
- First Church is a non-smoking facility.
- Animals are not permitted in the building unless they are trained service dogs.
- No guns or weapons are permitted on the premises.
- Serving alcohol (beer or wine) at an event must be approved in advance by the Board of Trustees.
- A musician’s use of the organ or piano must be approved in advance by the church Music Director. The Music Director must also approve an organist when use of the organ is requested in a rental.

- The sound system is run only by trained church Members. Sound requirements will be determined during rental process.
- No equipment, staging, furniture, etc. shall be brought into the building other than that which is clearly stated in the signed Facilities Use Contract.
- Only authorized persons shall remove artwork or bulletin board notices. No nails, thumbtacks, screws, or tapes may be used to fashion decorations, posters, or other items to walls, ceilings, furniture, woodwork, equipment, or to the windows in the entry area and Fisher Room.
- If candles are used, a protective covering underneath is required and all candles must be extinguished.
- The use of confetti, rice, birdseed, or any similar material is prohibited inside and outside the building.
- Renters are expected to leave the rooms and exterior premises in the same condition in which they found them unless other arrangements have been made. All countertops and tables are to be cleaned and spills wiped up from the floor.
- Renters may not leave candidate or issue literature anywhere in the building.
- The use of “DJ” music or amplified music outside the building or on the church grounds is prohibited.

LIABILITIES

- Any group using the building, rooms, and facilities of the First Unitarian Church of Cincinnati by arrangement shall hold the Board of Trustees and its employees free and harmless from any loss, damage, liability, cost or expense that may arise during or to be caused by use of the church property by such group.