



First Unitarian Church
of Cincinnati

FIRST UNITARIAN CHURCH OF CINCINNATI
536 Linton Street, Cincinnati, Ohio 45219
Phone 513-281-1564

POLICY FOR RENTING SPACE IN THE BUILDING

First Unitarian Church offers a spiritual home for its members and visitors. When space is not committed to church-sponsored functions, the versatile facilities in an historical building can be rented for various events: memorial services, weddings, engagement parties, retreats, fundraising events, concerts, lectures, meetings, recitals, or other activities. The sanctuary possesses excellent acoustics and is equipped with a newly installed high-tech audiovisual recording system with access to YouTube and the World Wide Web. The building is fully accessible, and the sanctuary is equipped with assisted listening devices. Most areas of the building are air conditioned. The parking lot has 114 spaces and is conveniently located across Linton Street.

First Unitarian Church expects renters to comply with the Unitarian Universalist Principles, our congregational purpose as set forth in the church Bylaws, and our Mission Statement:

Our urban community welcomes all with love, supports learning and spiritual growth, serves our wider community, and works for justice, equity, and inclusion.

Renters of the First Church facility should not practice any form of discrimination based on religion, race, age, gender, or sexual orientation. 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.

THE BASIC RENTAL PROCESS

- Call the Administrator at 513.281.1564 to check if the date(s) for the planned event are available on the church calendar. The Administrator will ask questions about the renter's event, its purpose and the organization. First Church may request an organization Mission Statement or equivalent statement of purpose, as well as additional group literature. First Church rental policies will be reviewed by phone at this time.
- Make an appointment to tour the rental space and ask specific questions.
- Upon signing a Facilities Use Contract, there is a deposit of 50% of the total rental fee, and a custodian set-up deposit may be required. The final fee must be paid in-full 2 weeks prior to the scheduled event.
- Security hired for the event shall be at the expense of the renter and must be described and approved-of as part of the Facilities Use Contract

- First Church will solicit feedback from renters following the event so that the church can improve its facilities and the rental process.