

UUFF Rental Information

This information relates to all building rentals and building use. It is meant to assist you in your planning for the event. If you have any questions, please don't hesitate to ask.

Rental Fees

Rental Fees are listed below. Please fill out and sign the UUFF Rental Agreement when scheduling the rental and send in any rental fees no later than a week before the event.

Space/equipment:	Basic rate for Individuals or Organizations	Basic rate for Non-profit or Charitable Organizations	UUFF Member Rates
Sanctuary* Sunday – Friday	\$300	\$250	\$150
Sanctuary* Saturday	\$400	\$300	\$200
Piano (grand piano in Sanctuary)	\$25	\$25	\$10
LCD Computer Projector	\$25	\$25	\$25
Sound System (basic system available at no cost)**	\$50	\$50	\$25
Beatrix Potter Room	\$50	\$50	\$25
PT Barnum Room (<i>not Kurt Vonnegut room</i>)	\$50	\$50	\$25
Foyer and Kitchen (<i>alone</i>)*	\$50	\$50	\$25
Kitchen Rental with Smaller Rooms (if avail.)	\$25	\$25	\$25

*Sanctuary rental includes kitchen and foyer. **Basic sound system includes two microphones, one is cordless.

Reservations

1. Reservations are made on a first come, first served basis.
2. All reservations should be made through the Office Manager. The UUFF rental Agreement must be filled out completely, dated, and signed to be valid.
3. Payment may not be made after the rental has occurred.

Security Deposit

A refundable security deposit in the amount of \$250 is due when securing the rental date. The deposit secures the date, and also covers possible breakage and/or failure to comply with the guidelines in this document. If the facility is clean and no damage is found after the rental, the security deposit will be returned the week following the rental, or check can be shredded upon request. All other rental fees must be received by UUFF no later than a week PRIOR to the day of the event.

Member Rates

UUFF member rates apply only to UUFF members in good standing. A member may secure the member rate for an event only if that member is an integral part of the event, attending the event, and takes responsibility for the rental including clean up.

Length of Rental

Each rental is for a full day, regardless of the time you are using the facilities. We do not give hourly rates or discounts if you are only using for a short time. Care is given to not double book the facility to assure you of an exclusive use of our building. If we find we need to have another group (rental or UUFF related) using the building during your rental, we will let you know ahead of time.

Discounted Rentals

Additional discounts to our rates are considered by the UUFF Board. Any group wishing to ask for a discounted rate for their event must present their request to the board either in person at the monthly UUFF board meeting, or provide a written letter of request to be presented at the board meeting. Each request is considered carefully and a reply will be given as soon as possible after the board meeting where it is considered.

Long Term Rentals

Long term rentals are welcomed at UUFF. An agreement and price of the rental will be arranged with the group requesting this type of rental by the UUFF Board. Requests should be made initially to the UUFF Office Manager, and then a formal request will be presented to the board by the renters.

Rental Keys

Rental Keys will be given to the renter by the Office Manager. They will include keys to the entry doors as well as the sound room (if necessary). Keys may be picked up before the event, upon arrangement with the Office Manager. If special arrangements are made, you can set up for your rental one day ahead of the event. Additional funds may be required. Keys must be left in the building after the rental; information on where to put the keys will be given to the renter. If the keys are not returned, a portion of the Security Deposit will be retained.

General Rental Rules

- No smoking is permitted in any of our church buildings, or on our property.
- It is the renter's responsibility to leave the facility in a clean, neat condition.
- The thermostats are set ahead of the rental. Please do not change any settings on building thermostats.
- Risk for any personal property brought to the UUFF premises will be assumed by the renter.
- UUFF does not carry liability insurance naming any renters as insured for damages, accidents, injuries, or incidents occurring as a result of the renter's use of the premises or the renter's activities off the premises. The renters must agree that they will indemnify and hold UUFF harmless from any and all claims that may arise from damages, injuries, or incidents not covered by the renter's policy of insurance.

Room Information

Rooms not rented may not be used during your event for any purpose.

Sanctuary

The UUFF Sanctuary can hold up to 125 people seated and 200 people without chairs. Chairs may be set up in the foyer for events, providing they do not block the exit area (per fire safety regulations). The use of the sound room, kitchen, foyer, and coat room, as well as all bathrooms, is included in a Sanctuary rental. No additional fees are necessary for use of the chairs, tables, dishes, silverware, or other food serving items. Tablecloths are also included as part of the Sanctuary rental. Food and drink are allowed in the Sanctuary, but please be sure to clean up any spills, especially those that stain the floor.

Kitchen and Foyer

Though the kitchen and foyer both come as a part of the rental of the Sanctuary, they may also be rented alone or with rental of the smaller rooms (if they sanctuary has not been rented). Tables and dishes are included with the kitchen rental. The coffee machine may be used, but you must bring your own coffee and take your left over coffee with you when you leave.

Special Note: The coffee pot and the dishwasher may not be run at the same time; it will throw the electrical circuit.

Beatrix Potter Room and the PT Barnum Room

Our smaller rooms, the Beatrix Potter Room (upstairs) and the PT Barnum Room (downstairs) may be used for small events. The Beatrix Potter room can hold a maximum of 25 folks sitting. The PT Barnum Room can accommodate a smaller group of a maximum of 20 sitting.

Other Rooms

There are two other rooms at UUFF: the minister's office upstairs and the teen room downstairs. These are not available for rent and may not be used for any reason.

Equipment Information

Heating of the Building

The thermostats are set by the Office Manager well ahead of the rental date. Renters may not change any of the settings of the thermostats in the building.

Piano

The grand piano in the Sanctuary is a very sensitive and expensive piece of equipment. We ask a separate fee for the use of the piano, and any pianist must be approved by the music director ahead of the event. Please do not let anyone but an approved musician use the piano, especially children. Do NOT place any flowers or any other objects on the piano as it is not to be used as a table.

Music

Music events or music as part of a rental of the Sanctuary are welcomed at UUFF.

- We have two microphones available, a podium mic and a handheld wireless mic, as part of our basic sound system in the Sanctuary.
- The sound system has built-in, non-movable speakers located throughout the sanctuary and the foyer.
- We have a full sound system with 6 channels for input, however we welcome music groups to bring their own equipment.
- Rental rates will apply for the use of the full sound system.
- The sound system is to be operated by a trained person only.
- The sound board, a tape player, and a CD player are located in the sound room. A special key will be given to open this room. After the rental, the sound board must be returned to the original settings and the UUFF microphones must be plugged back in. Please be sure to check that the mics are fully operational before leaving.
- Please check that the sound system is turned off when you leave.

Computer Projector and Screen

A Panasonic VW 440 WXGA LCD computer projector and 4x6ft screen is available for rental. This projector has 4400 lumens capability and comes with a VGA, an HDMI, and a firewire cable for easily connecting to most computers. Renters must bring their own computer.

Tables

UUFF has four (4) large 4'x8' wooden tables and ten (10) 3'x6' plastic tables available for use.

Dishes and Serving Utensils

We have a large selection of nice ceramic dinner and dessert plates, serving utensils, silverware, and serving dishes sufficient for most rentals. UUFF is considered a "green" facility, so we prefer use of our supplies as opposed to disposable items, when reasonable.

Bunn Coffee Maker

The Bunn coffee machine may be used by renters, but they must bring their own coffee and take any left over coffee supplies with them after the event.

Table Cloths

UUFF has a nice selection of white, brown, and colored tablecloths for your use as part of a Sanctuary or kitchen/foyer rental. Please don't take them home to wash them. They should be left in a pile in the table room after the rental. We are happy to wash them for you.

Easels

UUFF has 3 easels available for rentals at no extra cost. Paper is not included.

Alcohol

- UUFF does not prohibit the use of alcohol on the premises, but it is expected that good taste and moderation will prevail.
- Alcoholic beverages may not be sold unless an Alaska Alcohol and Marijuana Control Board (AMCO) permit has been obtained and sufficient insurance is provided by the renter. A non-alcoholic beverage must be provided when alcohol is served. The regulations of the AMCO must be followed. A qualified alcohol server must be employed at the event. The renter assumes all liability in regard to alcohol consumption during their rental.

Set Up, Clean Up, Personal Items

- All doors must be locked after the rental/event is finished and all attendees leave. Please close all windows.
- The facility must be clean, neat, and returned to an acceptable condition. Please sweep all floors, and mop up any floors with spills.
- All chairs, tables, and items used must be returned to original locations before the rental. A reset guide with pictures will be provided to put the Sanctuary back to the pre-rental condition. We recommend you take pictures before you do any set-up to insure that things are returned to their original location.
- All renters using our facilities are responsible for their own setting up and cleaning up. No clean-up service is provided. If the facility is not cleaned to our satisfaction, we will keep all or a portion of the security deposit.
- All equipment, food, and decorations brought into UUFF should be removed at the conclusion of the event. Please do not leave us any leftover food, beverages, coffee grounds, or coffee beans.
- All trash must be removed on the day of the event.
- Set up may be done the day before, if there are no other rentals on that date.
- UUFF is considered a “green” facility. We have a large set of nice plates, serving utensils and dishes, silverware, glasses, and tablecloths sufficient for most rentals. We prefer you use our supplies as opposed to disposable items, but it is your choice.
- Tablecloths used must be left in the table room for us to wash. Please don’t take anything home to be returned later.
- If you are having a rehearsal on any date besides the date of the rental, you must pay the building rental rates for that day in addition to the rental fees for your rental date.
- UUFF assumes no responsibility for items left at the church. Usable items left after 2 months will be donated.

Decorations

We ask that you do not use any pushpins, nails, or sticky tape on the walls anywhere in the building. Nothing may be affixed to the walls or doors without prior permission from the Office Manager. Do not remove any item that is on our walls already including quilts, bulletin boards, signs, or other UUFF-placed items. If approved, painters tape is permitted for hanging decorations. No greenery or flowers may be placed on the piano or the piano bench. Greenery and flowers may be placed on windowsills, provided adequate protection against water stains is

used. Candles may be used but must be dripleless and supported by non-flammable candleholders. Please bring your own candles.

Specific Wedding Rental Policies and Guidelines

The Unitarian Universalist Fellowship of Fairbanks is available for weddings of members and non-members, including those with no formal religious affiliation.

- All weddings are to be officiated by the current minister of UUFF or, at the minister's discretion, an approved UUFF officiant or officiant selected by the couple.
- If the UUFF minister is used, the wedding couple will consult with the minister to design a wedding service. Scheduling of the building and paperwork will be done by the Office Manager. Minister fees are expected and are separate from the rental fees.

Same Sex Weddings

Weddings for same-sex couples are warmly welcomed at the Unitarian Universalist Fellowship of Fairbanks. There is no difference in church policy between same-sex weddings and opposite-sex weddings.

Member weddings

There are no deposit fees for the building rental for members. Member rates apply to all building rental fees as listed on the Rental/Building Use Agreement.

Ministerial/Officiant Rates

Ministerial/Officiant services are provided free for current members of UUFF who are in good standing. Non-member minister rates are as follows: \$350; with rehearsal \$400; current IRS mileage allowance will apply if wedding is officiated offsite.