

United Life Spiritual Center
Facility Use Regulations and Guidelines

The church facilities are available for classes, workshops, weddings, memorials and also for church related activities such as team meetings, choir rehearsals, practitioner meetings, etc. **Anyone who wishes to use the space must complete a “Request for Use of Facilities and/or Equipment” form and submit it to the church office a minimum of two weeks in advance of the event and/or activity.**

1. Events such as weddings, workshops, receptions (i.e. large events) require at least 30 days notice.
2. All classes and workshops that are offered to the United Life Church community **must be approved in advance** by the Education Team prior to submission of the request for use of the facility. Scheduling of space for such events must be coordinated with the church calendar.
3. Non-church related events and/or activities are assessed a fee for use. Please review the facilities fee schedule for the member and non-member rates. **If you are a non-profit organization you will be assessed the member rate.**
4. Alcohol is **not permitted** on the premises for any event, with one exception: A champagne toast is permitted per wedding receptions,
5. Smoking is not permitted in the building or near the building entrances. Smoking is permitted on outside of the building to the south or in the center garden area.
6. **Food and beverages are prohibited in the sanctuary** including paper cups with water and/or coffee. Bottled water is acceptable.
7. Animals are not allowed in the building except certified “assistance dogs.”
8. An additional cost will apply if the applicant requires the use of the sound equipment for non-church related events and/or activities. Use of sound equipment requires a sound technician.
9. Specifications related to events and activities must be coordinated through the church office. Specifications could include use of piano, keyboards, availability of VCR, set-up of room with chairs and tables, etc.
10. If a key is assigned to a person, that person is responsible for safeguarding the premises and insuring that guests, vendors and volunteers involved in the event respect the space. Any damage to the property and/or loss of equipment resulting from an event or activity will be the full responsibility of the person in charge.

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11. All decorations must be pre-approved by the church office and removed from the premises after the event. It is not permissible to use tape or tacks on walls or other surfaces with one exception: tape may be used on unpainted brick walls. Any decorations brought in for the event must be taken away at the end of the event.
12. Practitioners wishing to use any part of the facility for church related practitioner work must coordinate space use with the church office. Practitioners and other members wishing to use the space to conduct outside business ventures will be assessed the member rate
13. Any group except one using the facility for a wedding, is responsible for the clean-up and removal of all trash generated by the event. An additional fee may be charged if ULC has to perform additional cleanup.
14. Absolute care and attention must be given to the use of candles. Candles may not be left burning unattended or overnight under any circumstance, except for the eight day candle in the Sanctuary.
15. The person in charge of the activity is welcome to adjust the air or heat to meet the needs of the group. Be aware that your group may not be the only group covered by a particular heating or air conditioning unit. Please turn off the lights and return the air/heat back to its fuel conservation mode upon leaving!

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United Life Church
Facilities Use Fee Schedule
(Limited to Space Rental)

	<u>Member Rate</u>	<u>Non-Member Rate</u>
<u>Sanctuary</u>		
8 hours	\$200	\$300
6 hours	150	250
4 hours	100	200
Per Hour	65	75
<u>Social Hall</u>		
8 hours	\$100	\$300
6 hours	75	225
4 hours	50	150
Per Hour	25	60
<u>Kitchen</u>		
Per Event	25	60
<u>Solarium, Council Room, Library, Small Classroom</u>		
8 hours	\$25	\$100
6 hours		80
4 hours		60
per hour		20

Note: Global Heart teams are exempt from facilities use fees. Non-profit organizations use Member Rates.

A deposit of \$100 (or the fee for the use of the space, whichever is less) is required at the time of application. This deposit is non-refundable. All fees are due two weeks before the event.