

**First Unitarian Church of Alton
Board Policy on Building Use by Non (Voting) Members Rites of Passage**

rites of passage

including Weddings, Funerals and Memorial Services

(\$ Amounts in brackets are refundable deposits)

Officiant – If a Minister is desired to officiate at the event, our current Minister has “right of first refusal”. If our Minister accepts the event, they receive a check made out to them personally.

If choosing another officiant, our Minister still receives the stated fee for working with the Officiant of your choice. *However, if our Minister judges the proposed officiant and service to be outside our congregational Principles and values, they may decline to allow that officiant access to our pulpit.*

\$400

Music – If your group chooses Piano Music, the Church’s pianist has “right of first refusal” to provide accompaniment at the event. If the Church pianist accepts the event, they receive a check made out to them personally two weeks prior to the event.

\$200

If you prefer recorded or other instrumental musical options and there is no need for a pianist, there is no “Music” charge.

Sound Services – These include spoken word, performed or prerecorded music.

There is no outside option for providing sound services with Church equipment.

The Sound Technician’s payment is made to the Church two weeks prior to the event, and the Church then pays the Sound Technician.

If your sound service needs exceed what we can provide, it is your responsibility to provide equipment and expertise while still coordinating with the Sound Technician for compatibility. **\$100**

Wedding Coordinator – You will be provided with a Wedding Coordinator who is responsible for opening and closing the Church for advance rehearsals as well as the ceremony, assisting with use of the various Church rooms, etc.

Since the Coordinator is provided to ensure both the success of the event and protection of Church property, there is no “right of refusal”. **\$100**

Building Use – Base fee for access and use of the Sanctuary, Emerson, Wuerker, rest rooms and grounds for 5 hours **\$500**

There is an additional (refundable) deposit to ensure that the building is left in good condition.

If your group stays more than 5 hours, we will deduct \$25/hour for each hour from that deposit. Any incidental damage will also be deducted from the deposit. If you require early access, you will be charged an

additional \$25/hour for building use. (After the event, the Wedding Coordinator will tell our Office Administrator how much of the refundable deposit to return and the reasons for any deductions.) **(\$125)**

If your reception will be held in our building, use of the Kitchen for cooking and serving requires a further (refundable) deposit 2 weeks in advance. **(\$200)**

If, instead, you use the Kitchen only for a caterer to stage serving of refreshments, there is a (refundable) deposit 2 weeks in advance. **(\$ 50)**

Cleaning Fee – There is a non-negotiable cleaning fee payable to the Church two weeks in advance of the event. **\$ 50**

Event Set-Up – If this occurs as part of the rehearsal time and date, there is no additional fee for access 1 hour before or after the rehearsal. Access to the building at any other time requires a non-refundable fee. **\$ 50**

SUMMARY OF FEES

Officiant	\$400
Piano Music	\$200
Sound Services	\$100
Wedding Coordinator	\$100
Building Use	\$500
Cleaning Fee	\$ 50
Event Set-Up	\$ 50
	\$1,200-\$1,400

REFUNDABLE DEPOSITS

Building Use	\$125
Kitchen Use: cooking	\$200

OR

Kitchen Use: catering	\$ 50
	\$325 or \$200