



First
Unitarian Universalist
Church of San Diego

4190 Front Street, San Diego, CA 92103-2030

“Attachment A”

Facilities Use Schedule of Fees

(Wedding and Reception Packages are priced separately)

Area	Capacity	Fees for Individuals & Nonprofit Organizations Per Hour	Fees for Affiliates and Voting Members Per Hour (For non-church-related events)
Meeting House 200*	434	\$100	\$50
Chapel 201*	60	\$50	\$25
Bard Hall 300*	200	\$50	\$25
Commercial Kitchen Stove/Dishwasher Counter Space/prep only	15	\$85	\$25 (plus \$35/hour admin fee) \$15 (plus \$35/hour admin fee)
Law Lounge Room 301	12	\$30	\$15
Patio	200	\$50	\$25
Library/Room 311	10	\$30	\$15
Boone Archive/ Room 313	18	\$30	\$15
Large Meeting Room 323	35	\$45	\$20
Small Meeting Room 321	17	\$30	\$15
Small Meeting Room 320	15	\$30	\$15
Common Room 112	70	\$45	\$25
Meeting Room 113 (on exception basis)	25	\$30	\$15
Meeting Room 114a	20	\$30	\$15
Meeting Room 114b	20	\$30	\$15
Preschool Room 103	20	\$30	\$15
Preschool Room 105	20	\$30	\$15
Preschool Room 107	20	\$30	\$15
Preschool Room 109	20	\$30	\$15
Parking lot closure		\$400 flat	\$200 flat
970 Broadway, Ste. 104	30	\$50	\$25
970 Broadway, Ste. 103	85	\$50	\$25
970 Broadway, Ste. 101 (per meeting room price)	12	\$30	\$15

*Two hour minimum charge for Meeting House, Chapel and Bard Hall.

Requests to reserve church rooms/areas: e-mail to schedule@firstuusandiego.org

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Other Fees may apply:

Non-Refundable Deposit	\$200	(to be paid when date is confirmed)
Event Coordinator Fee	\$ 35	per hour (minimum two hours)
Custodial Services	\$ 25	per hour (minimum four hours)
Musician and Soloist Fee(s)	\$(tbd)	Quoted by Organist/Pianist
Sound Tech-Meeting House	\$ 65	per hour; 2-hour minimum
Sound Tech-Bard Hall	\$ 35	per hour; 2-hour minimum
Piano Tuning, if requested	\$250	church-approved tuner only
Orders of Service	\$100	Additional Cost for Non-Members
Finance Fee for returned checks	\$ 30	or any insufficient funds payment
Key Deposit	\$ 10	Refunded when the key is returned
No Show Fee		When a user does not show up for the use of the facility without prior notice of cancellation, the user will forfeit all rental fees. No refunds will be issued.
Tablecloth Rentals	\$3/per cloth; \$15 minimum fee.	12 pale yellow cloths for round tables. 8 forest green (dark) for long tables.
Patio Lighting	\$250	Set up and take down
Cleaning/Damage Deposit Fees		If damage occurs during your event, you will be responsible for the cost of repair.

Church members attending the event who belong to the outside group using the space will be charged the member fee.

Church members who have a function and give away the proceeds will be charged the member fee, because the church is a worthy cause as well.