



Facilities Use Schedule of Fees

(Wedding and Reception Packages are priced separately)

Area	Capacity	Fees for Individuals & Nonprofit Organizations <i>Per Hour</i>	Fees for Affiliates and Voting Members <i>Per Hour</i> <i>(non-church-related events)</i>
Meeting House 200*	434	\$150	\$75
Chapel 201*	60	\$75	\$50
Bard Hall 300*	200	\$60	\$30
Commercial Kitchen Stove/Dishwasher Counter Space/prep only	15	\$90 <i>(plus \$35/hour admin fee)</i>	\$30 \$20
Lower Patio	200	\$60	\$30
Law Lounge Room 301	12	\$30	\$15
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	\$50	\$25
Meeting Room 113 <i>(on exception basis)</i>	25	\$30	\$15
Meeting Room 114a	20	\$30	\$15
Meeting Room 114b	20	\$30	\$15
Parking lot closure, non-Premium <i>(Premium times: M-F 7am – 4pm)</i>		\$500 flat rate <i>(\$200/hour)</i>	\$250 flat rate <i>(\$100/hour)</i>
970 Broadway, Ste. 104	30	\$50	\$25
970 Broadway, Ste. 103	85	\$50	\$25

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

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

Other Fees may apply:

Non-Refundable Deposit	\$250 (to be paid when date is confirmed)
Event Coordinator Fee	\$ 45 per hour (minimum two hours)
Custodial Services	\$ 50 per hour (minimum two hours)
Musician and Soloist Fee(s)	\$(tbd) Quoted by Organist/Pianist and/or Soloist
Sound Tech-Meeting House	\$ 65 per hour; 3-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.

Tablecloths \$120/up to 10 tablecloths
Cloth tablecloths may be rented for \$120 for up to 10, and \$10 each for each additional tablecloth.
You are welcome to bring your own tablecloths, whether they be paper, plastic or rented commercially.

Patio Lighting (included if needed)

Cleaning/Damage Fees If damage occurs during your event, you will be responsible for the total cost of repair.

Church members responsible for 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.