

## UU CATSKILLS FACILITY RENTAL-FEE SCHEDULE

<b>SANCTUARY</b> (capacity - 150) <i>Not available Sunday from 8<sup>am</sup>-3<sup>pm</sup></i>	<b>Regular Rate</b>	<b>Non-Profit Rate <sup>1</sup></b>	<b>Kitchen Add-on</b>
<b>HALF-DAY <sup>2</sup></b> (up to 3-½ hours)	\$ 150 <sup>3</sup>	\$ 100 <sup>3</sup>	\$ 25
<b>FULL-DAY <sup>2</sup> MONDAY-FRIDAY</b> For 30 or more guests	\$ 200 \$ 250 <sup>3</sup>	\$ 135 \$ 170 <sup>3</sup>	\$ 25
<b>FULL-DAY <sup>2</sup> SATURDAY OR SUNDAY</b> For 30 or more guests	\$ 250 \$ 300 <sup>3</sup>	\$ 170 \$ 200 <sup>3</sup>	\$ 25
<b>FARMHOUSE</b> (capacity - 20) <i>Not available Sunday 8<sup>am</sup>-3<sup>pm</sup></i>			
<b>MONDAY-FRIDAY</b> after 6 <sup>30</sup> pm	\$ 80	\$ 50	
<b>SATURDAY / SUNDAY (HALF-DAY <sup>2</sup>)</b>	\$ 120	\$ 80	
<b>SATURDAY (FULL-DAY <sup>2</sup>)</b>	\$ 160	\$ 110	
<b>PICKETT ROOM OR POTTER ROOM ONLY:</b> Minimum 2-hrs. Kitchen access, extra	\$ 20/hr	\$ 15/hr	\$ 10

<sup>1</sup>Members – contact [uuccoffice@gmail.com](mailto:uuccoffice@gmail.com) for special rates.

<sup>2</sup>HALF-DAY - up to three & one-half hours. Four or more hours is charged the FULL DAY rate.

<sup>3</sup>For events with 30 or more guests, a cleaning fee may be charged. Contact our office administrator at [uuccoffice@gmail.com](mailto:uuccoffice@gmail.com) or 845-331-2884 for more information.

A 24-hour cancellation notice is required or you may be subject to the entire rental fee.

With approval from the Board of Trustees, discounts are given to groups that use our facilities frequently. If using our spaces six or more times per year, a 10% discount is given.

The Sanctuary has a built-in system that includes several microphones, three video cameras and OBS Studio software that may be used in conjunction with a meeting or to participate in the renter's Zoom meeting. To use these facilities, the renter must pay an additional \$50/hour for a technician from the UU Catskills Technology Team to operate the cameras for recordings and Zoom or a one-time fee of \$25 to use the portable sound system.

The renting person or organization must ensure the availability of a UU Catskills technician before the use of the video system can be considered complete. Scheduling the technician is arranged through the UU Catskills office.

The only **animals** allowed in the Sanctuary are Certified Service Animals, such as those that are individually trained to perform major life tasks and covered under the Americans with Disabilities Act. All others, such as emotional-support animals and therapy animals, may be allowed for a limited time under extraordinary circumstances, with prior approval from the Minister. In the Minister's absence, the Board of Trustees may make approval.

All animals must be leashed and housebroken and under the control of the owner at all times.

I agree that I have read and understand these rates & conditions: Initials \_\_\_\_\_ Date. \_\_\_\_\_

# Contact Us For Your Next Event

WEDDINGS CONCERTS PROFESSIONAL TRAININGS CONFERENCES  
RECITALS RETREATS LECTURES MEETINGS OUTDOOR EVENTS

## The Sanctuary

- Perfect for concerts, recitals, weddings, lectures and meetings.
- Seating capacity 150 ▪ Use of the grand piano, lectern and small stage
- Free Wi-Fi and a large screen TV are available for streaming or projection
- Caterers may use our kitchen facilities to serve

The sanctuary has a built-in system that includes several microphones, three video cameras and OBS Studio software that may be used in conjunction with a meeting or to participate in the renter's Zoom meeting. To use these facilities, the renter must pay an additional fee of *\$50/hour* for a technician from the UU Catskills technology team to operate the equipment or *a one-time fee of \$25 to use the portable sound system.* The renting person or organization must ensure the availability of a technician before the use of the video system can be considered complete. Scheduling the technician is arranged through the UU Catskills office.

The portable sound system can be used for outdoor events for an additional cost of \$25. Please inquire about microphones (wireless and lapel).

## Kitchen And Food

We allow private caterers to deliver and serve food at our facilities, or you can bring your own. Coffee pots and teapots are available by request. You are responsible for completely cleaning the rooms of all food and for kitchen cleanup.

## Available Equipment

- TV – for streaming and/or projection from a computer
- Easel – paper not supplied
- Piano - Special Permission Required
- Small screen for projector (projector not supplied)
- Kitchen - \$25 fee for food prep / No fee for catering food service
- Portable Sound System - \$25 fee (reservation required for setup & instruction)
- Recording/Zoom – \$50/hour fee for technician (reservation required)

## The Farmhouse (Picket Room, Potter Room, Back Office)

- Seating capacity 20 ▪ Perfect for small parties, groups, and staff meetings
- Wi-Fi ▪ Hardwood Floors ▪ Large windows ▪ Kitchen for catering food service
  - Available Weekends (except Sunday 8<sup>am</sup>-3<sup>pm</sup>) and Evenings after 6:15<sup>pm</sup>

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UNITARIAN UNIVERSALIST CONGREGATION OF THE CATSKILLS

320 Sawkill Road (1½ miles N of Washington Ave), Kingston (Thruway Exit 19), New York 12401

uuccoffice@gmail.com • *call 845-331-2884 for information* • uucatskills.org

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**CONTACT INFORMATION**

Contact Name: \_\_\_\_\_ UCC Member:  Yes  No

Sponsored by UCC Member?  Yes  No If yes, name of member: \_\_\_\_\_

Organization: \_\_\_\_\_

Not-for-Profit:  Yes  No (If yes, please provide a copy of 501(c)(3) or other documentation)

Insurance:  Yes  No (If yes, please provide a copy of waiver listing UCC as Secondary Insured)

Address: \_\_\_\_\_

Phone (day/cell): \_\_\_\_\_ email: \_\_\_\_\_

Alt. Contact Person: \_\_\_\_\_

Phone (day/cell): \_\_\_\_\_ email: \_\_\_\_\_

**EVENT INFORMATION**

Type of Rental: Regular  Weekly  Monthly  One Time

Describe Event: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Event Time (start/end times, including set up & clean up): \_\_\_\_\_

Buildings Request (check all that apply):  Sanctuary (150 capacity)  Farmhouse (20 capacity)

Number of People Expected: \_\_\_\_\_ Is event open to the public?  Yes  No

Required Admission:  Yes  No Requested donation:  Yes  No Amount: \_\_\_\_\_

Will outside equipment be utilized?  Yes  No Specify: \_\_\_\_\_

Will merchandise be sold?  Yes  No Specify: \_\_\_\_\_

Will food or beverages be served or available?  Yes  No

Is alcohol proposed to be served or available?  Yes  No (The serving of alcohol requires written approval of the Board of Trustees, which must be obtained prior to the validation of the contract and attached hereto.)

Accessory Equipment/Use Request (check all that apply):  Kitchen (additional \$25 fee)

Easel (paper not supplied)  Small screen for projector (projector not supplied)

TV (streaming or computer projection)  Piano (special permission required)

Amplified Sound (additional \$25 fee)  Recording/Zoom-Tech (additional \$50/hour fee)

**AGREED RENTAL \$** \_\_\_\_\_ (make checks payable to UCC)

Full payment is required when form is returned for all one-time events. Monthly rentals must be paid seven business days in advance. Weekly rentals must be paid monthly, on the first of the month.

Please Note: we require 24 hours cancellation notice or you will be subject to the entire amount of the rent.

**Person signing below certifies that they have the authority to sign on behalf of the organization listed above and to bind it to the terms of this agreement including but not limited to responsibility for event participants and for any property damage.**

Renter's Signature (plus initials on the rate page)

Date