

Fee Schedule for Building Use

First Church Unitarian
19 Foster St.
Littleton, MA 01460

Approved by
Standing Committee:
5-18-2015

User & Type of Fee		Space	Requested		
	Sanctuary Cap. 220	Alliance Room Cap. 20	Vestry ^{Cap. 75} & Upstairs Kitchenette	Dining Room Cap. 100	Downstairs Kitchen
Church Members					
Usage Fee	none	none	none	none	none
Sexton Fee <i>See Note 3</i>	\$100.	none	\$100.	\$100.	\$100.
Music Dir. Fee	<i>See Note 4</i>	NA	NA	NA	NA
Ministerial Fee	<i>See Note 5</i>	NA	NA	NA	NA
Outside Organizations/Individuals					
Usage Fee	\$400.	Negotiated	\$400	\$400.	\$200
Sexton Fee	\$100.	Negotiated	\$100.	\$100.	\$100.
Music Dir. Fee	<i>See Note 4</i>	NA	NA	NA	NA
Ministerial Fee	Negotiated	NA	NA	NA	NA

NOTES:

1. NA means not applicable.
2. Usage fees for weddings/commitment ceremonies include the use of the vestry and alliance room; if space is requested for the reception, the additional usage fee is required.
3. Sexton Fees for weddings/commitment ceremonies are:
 - \$50 for rehearsals, and
 - \$100 for ceremonies.
4. Music Director Fees are:
 - Wedding/commitment ceremony: \$300
 - Memorial service: \$250
 - Child Dedication: \$150
5. Ministerial Fees for church services:
 - for a Member or a child of a Member are:
 - Not required for funerals, memorial services or child dedications.
 - Negotiated for weddings/commitment ceremonies.
 - for individuals who are not Church Members are negotiated..
6. Right of First Refusal: both the Music Director and the Minister must be asked if s/he is available to conduct your service. If s/he is available, but you choose to have someone else, a \$100 donation to the FCU Music Fund or the FCU Minister's Discretionary Fund is requested.
7. In the event of cancellation, fees and deposits are refundable on the following schedule, based on the date of notification:
 - 2 months prior – full refund
 - Less than 2 months to 2 weeks prior – 50%
 - Less than 2 weeks prior – no refund
8. Fees for long-term use will be negotiated on a case-by-case basis.