**Building Use Fees Approved by Standing Committee 11.7.23 (See Note 2)**

**First Church Unitarian, Littleton, MA**

Note: All requests for building use by outside groups should be directed to the Church Administrator who will forward requests to the Standing Committee for approval. The Church administrator will keep the Standing Committee apprised of requests for building use by non-committee church groups.

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| --- | --- | --- | --- | --- | --- | --- |
| **User & Usage** | **Space Required** | | | | | **SUB TOTAL** |
| **Sanctuary**  **Cap: 220** | **Vestry**  **Cap: 50-75** | **Dining Rm**  **Cap: 75-100** | **Downstairs Kitchen** | **Alliance Rm**  **Cap: 15-20** |
| Church-Sponsored Event | | | | | | |
| All occasions | N/C | N/C | N/C | N/C | N/C |  |
| Church Member/Friend | | | | | | |
| Public event with admission fee (note 1) | 200 or 20% | 100 or 10% | 200 or 20% | 100 or 10% | 100 or 10% |  |
| Public event no admission fee | 100 | 50 | 100 | 50 | N/C |  |
| Private use no admission fee | 100 | 50 | 100 | 50 | N/C |  |
| Long-term Use | 50 | 25 | 50 | 25 | 25 |  |
| Wedding | donation | donation | donation | donation | donation |  |
| Funeral/Memorial Service | donation | donation | donation | donation | donation |  |
| Non-Church Member/Friend | | | | | | |
| Public event with admission fee (note 1) | 400 or 20% | 200 or 20% | 400 or 20% | 200 or 10% | N/A |  |
| Public event no admission fee | 200 | 100 | 200 | 100 | N/A |  |
| Private use no admission fee | 400 | 200 | 400 | 200 | N/C |  |
| Long-term Use | 100 | 50 | 100 | 50 | 50 |  |
| Wedding (See note 3) | 400 | N/C | N/A | N/A | N/C |  |
| Funeral/Memorial Service | 200 | 100 | 200 | 100 | 50 |  |
|  |  |  |  |  |  |  |

Notes:

1. % calculation is of the gross gate receipts. Fee paid is the lower of the % and the listed fee.
2. Changes or adjustments to these fees require Standing Committee approval.
3. The wedding fee includes the use of the Vestry and Alliance rooms in support of the ceremony. Should space be required for a reception, these are subject to the applicable rates listed above.
4. Minister, music director and sexton fees, if applicable, are in addition to these building use fees. Contact the minister ([minister@fculittle.org](mailto:minister@fculittle.org)), the music director (music@fculittle.org) , or the sexton ([sexton@fculittle.org](mailto:sexton@fculittle.org)), respectively, for further information.
5. Sexton fee: typically $100 per appearance, subject to other arrangement with the Sexton. Required for church-sponsored events outside of those usually on the church calendar. Payment to be made directly to the Sexton.
6. In the event of a cancellation, see the FCU Building Use of Wedding-Commitment Policy for terms.