



JAMES REEB UNITARIAN UNIVERSALIST CONGREGATION
Rental Fee Schedule and Rooms Available for Rent

Rental Rate Tiers

See the JRUUC Rental Policy for more information.

	Definition	Requirements
TIER I	JRUUC-sponsored events open to the public; JRUUC members and pledging friends celebrating a personal life event ceremony	Rental Agreement Key Agreement/Deposit*
TIER II	JRUUC Members and Pledging Friends (non-personal life event ceremonies and <i>hosting</i> non-JRUUC affiliated activities)	Rental Agreement Rental Fee Security Deposit Key Agreement/Deposit*
TIER III	Non-profit organizations; Community renters (Non-Member Individuals/Small groups up to 8 people)	Rental Agreement Rental Fee Security Deposit Key Agreement/Deposit
TIER IV	Commercial Organizations/Individuals; Anyone who will be making a profit while using JRUUC space; Non-member groups of more than 8 people that are not a part of a non-profit organization	Rental Agreement Rental Fee Security Deposit Key Agreement/Deposit

*Key agreement/deposit only applies if the JRUUC member/pledging friend hosting the event does not otherwise have a key or lockbox code for other Reeb responsibilities, or if other Reeb staff/volunteers with building access will not be present.

Rental Terms

- I. Whole building rentals require a 3 hour minimum reservation.
- II. A security deposit is due with the signed contract in order to hold a reservation.
- III. All room use fees, security deposits, and building use agreements are due no later than 14 days prior to your event (if applicable).
- IV. If the renter cancels within 14 days of the event, they will forfeit 50% of the room rental fee. JRUUC will return the amount of the entire security deposit.

Version 1 approved 12/20/2022

Version 2 approved 10/8/2024

Version 3 approved 3/18/2025; published 5/7/2025



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- V. The security deposit amount (minus any fees or deductions if applicable) will be issued to the person/business listed on the Building Use Agreement by the JRUUC Accountant, no later than 21 days after the event, along with an explanation of any deductions or additional fees required.

Select a room(s) (mark all that apply):

Room	Description	Capacity	TIER II Hourly Rate	TIER III Hourly Rate	TIER IV Hourly Rate	Number of Hours	Cost
<ul style="list-style-type: none">Sanctuary	2110 square feet. This room has a hardwood stage, solar tube lighting, cork flooring, and an available piano (for added fee). Equipped with AV equipment for hybrid meetings and presentations.	10 tables of 8 or 180 in theater style seating.	\$25/hour	\$30/hour	\$55/hour		
<ul style="list-style-type: none">Large Classroom/ Multipurpose Room	850 square feet. This room has counter space with a sink, and an electric piano (as is).	6 tables of 8, or 54 in theater style seating.	\$20/hour	\$25/hour	\$35/hour		
<ul style="list-style-type: none">Classroom/Youth Room	360 square feet	10-15	\$10/hour	\$15/hour	\$20/hour		
<ul style="list-style-type: none">Library	225 square feet	8-10	\$5/hour	\$10/hour	\$10/hour		
<ul style="list-style-type: none">Small Classroom	238 square feet	8-10	\$5/hour	\$10/hour	\$10/hour		

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Room	Description	Capacity	TIER II Hourly Rate	TIER III Hourly Rate	TIER IV Hourly Rate	Number of Hours	Cost
• Kitchen	Equipped with stove, refrigerator, coffeemakers, microwave and dishwasher. Open shelving with dishes, glassware, and silverware available.		\$15/hour	\$20/hour	\$25/hour		
• Nursery	Equipped with toys, seating, play equipment and attached restroom.		\$5/hour	\$10/hour	\$10/hour		
• WHOLE BUILDING*	All rooms listed above.		\$100/hour	\$140/hour	\$190/hour		

*Whole Building rental requires a 3 hour minimum reservation.

(Plus) Audio Visual Equipment (mark all that apply):

Please see the rental agreement for further detail on AV use policies.

Audio Visual Equipment	Fee	Events/Hours	Cost
• Use of Sanctuary Audio-Visual Equipment by a trained renting group representative	\$5/event		
• Training for a group representative for use of Sanctuary Audio-Visual Equipment	\$20		
• Use of Sanctuary Audio-Visual Equipment provided by JRUC AV technician	\$20/hour		
• Use of the sanctuary piano	\$10/event		

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(Plus) Security Deposit(s): (mark all that apply):

Rental type	Fee	Cost
• Recurring rental	Rental fee for one instance of event	
• One-time rental	50% of room fee	
• Event serving alcoholic beverages	\$250	
• Key deposit	\$5 for members/pledging friends \$10 for non-members/pledging friends	

Total Fees:

Rental Fee	\$
Security Deposit	\$

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