



Unitarian Universalists of Santa Fe

107 W. Barcelona, Santa Fe

RENTAL PRICING INFORMATION EFFECTIVE JULY 1, 2018

ROOM	DESCRIPTION	CAPACITY	RATE PER HOUR	
			SANCTIONED 12-STEP*	GENERAL
LIBRARY	An intimate setting for small meetings. The room is carpeted and has 'livingroom style' furniture.	25	\$15.00	\$25.00
FOGELSON HALL	Our largest room, with excellent acoustics, stage lighting, and AV equipment. A podium mic is included in the room rate. Additional charges apply to the piano and other AV equipment. The room is carpeted, has many windows for natural light and padded chairs. Users configure the seating to their needs and return the chairs to stacks after their program.	188	\$40.00	\$65.00
FELLOWSHIP HALL	A mid-sized room with tile floor and natural lighting. Users configure folding chairs (padded) and tables to suit their needs and return to storage after the program.	45	\$25.00	\$45.00
COURTYARD	Beautiful area suitable for small weddings with a brick-paved upper patio.	100	\$25.00	\$45.00

EQUIPMENT	INFORMATION	RATE
AV Equipment	Handheld & lapel mics, sound board, laptop, projector & motorized screen. Must hire AudioVisual Technician or have approval.	\$40 up to 2 hrs \$20 each additional hr
Steinway Piano	This premium instrument is in Fogelson Hall.	\$40 up to 2 hours, \$20 each additional hr
Audiovisual Technician	Manage equipment during rental; may include sound recording. Terms are negotiated when the contract is developed.	\$25 per hr
Video Technician	Terms are negotiated when the contract is developed.	Negotiated
Chairs & Folding Tables	Padded stacking & folding chairs, rectangular and round folding tables. User is responsible for set-up and return to storage.	Included in room rates
Foyer	Available to all renters.	Included in room rates
Kitchen	Available to all renters, but no cooking is allowed on premises. This will be reviewed when the contract is developed.	Included in room rates

Deposit:
 \$150 - <50 attendees
 \$200 – 50-99 attendees
 \$350 – 100+ attendees

Sexton Fees:
 \$25 per hr
 Must be on site if event has 25 or more attendees

Cleaning Fees:
 1 - 2 hr rental - \$0
 2 - 4 hr rental - \$25
 >4 hrs rental - Negotiated

For more information contact:
 Administrator
 Office Hours Mon, Wed, Fri 9 AM to 12 Noon
 admin@uusantafe.org
 (505) 982-9674 Ext 1

*Sanctioned 12-Step groups must show their meeting published in a local or regional directory of the parent organization.