



Approved by Board of Trustees—June 8, 2023

## Unitarian Universalist of Santa Fe

107 W. Barcelona, Santa Fe

### FACILITY USE PRICING INFORMATION EFFECTIVE JULY 1, 2023

For more info contact: Administrator; Office Hours Sun-Thurs, 9 am-noon; admin@uusantafe.org; (505) 982-9674, Ext 111

ROOM	DESCRIPTION	CAPACITY	RATE PER HOUR	
			GENERAL	DISCOUNTED & 12-STEP
LIBRARY	An intimate setting for small meetings. The room is carpeted and has 25 upholstered chairs. Those renting the Library also have access to the foyer and kitchen.	25	\$35	\$25
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. 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. Those renting Fogelson Hall also have access to the foyer and kitchen.	100	\$90	\$55
FELLOWSHIP HALL	A mid-sized room with tile floor and natural lighting opening onto our courtyard. Users configure folding chairs (padded) and tables to suit their needs and return to storage after the program. Those renting the Fellowship Hall also have access to the foyer and kitchen.	45	\$60	\$35
ENTRY COURTYARD	Beautiful area suitable for small gatherings (e.g., weddings, performances, celebrations) with a brick-paved upper patio. Those renting the courtyard also have access to the foyer and kitchen.	100	\$55	\$35

EQUIPMENT	INFORMATION	RATE	<b>Refundable Damage Deposit</b> \$150 - <50 attendees \$200 – 50-99 attendees \$350 – 100+ attendees  <b>Lost Key Charge: \$50</b>  <b>Event Cleaning Fees</b> —1-2 hr rental - \$30 —2-4 hr rental - \$60 —>4 hrs rental - Negotiated
Steinway Grand Piano	Premium instrument in Fogelson Hall.	\$50 up to 2 hours, \$25 each additional hr	
Electronic Piano	In Fellowship Hall	\$40 up to 2 hours, \$20 each additional hr	
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	