

## Rental Fee Schedule

### UNITARIAN CHURCH OF EVANSTON

Fee Schedule (Effective September 24, 2025)

The rental rates include the use of the room, tables and chairs, heating/air conditioning, lobby staff, and parking.

#### SANCTUARY

Base Rate: \$900 for 4 hours

Additional Time: \$220 per hour

Custodial: \$240 per day for 100-190 attendees, \$340 per day for 200-400 attendees

Risers: \$200 (for taking down sections or putting up sections and then returning to normal Sunday usage)

#### Additional Fees

Kitchen: \$325

Piano: \$200 (Tuned four times per year)

Audio/Visual or Livestream: \$110 per day, plus \$35 per hour

A licensed caterer is required for events where food and drink are served and a certificate of liability must be provided prior to the event.

#### ROOM 3 (Kitchenette Included)

Base Rate: \$400 for 3 hours

Additional Time: \$150 per hour

Custodial: \$150 per set up and clean up

Multiplatform Conferencing Equipment: \$150 per day

#### ROOM 2

Base Rate: \$290 for 3 hours

Additional Time: \$115 per hour

Custodial: \$125 per set up and clean up

#### LOWER LEVEL ROOMS

Base Rate: \$190 for 3 hours

Additional Time: \$60 per hour

Custodial: \$80 per setup and clean up

Multiplatform Conferencing Equipment: \$150 per day

### **RATES FOR CHURCH MEMBERS**

Church members (in good standing for 6 months or longer) may rent the church for non-church family activities for half the rental rate plus full Custodial and Additional Fees. If Lobby Staff is needed, the costs of paying Lobby Staff will also be charged to the church member.

Note: A gas surcharge for any rental may be assessed during fall and winter season if gas prices escalate beyond reasonable rates.

All rental fees will be waived for Funeral Services for Members (in good standing for 6 months or longer).

Room rental fees for Wedding Services for Members (in good standing for 6 months or longer) will be waived for two hours for rehearsal in the sanctuary and three hours for the sanctuary and other rooms on the day of the ceremony. Piano use fees will be waived. Additional needs for wedding services and all rental needs for wedding receptions for Members will be charged at full price.