

# BUILDING USE AGREEMENT- MEMORIAL SERVICES

Person Requesting: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Person Memorialized: \_\_\_\_\_

Was this person an OUUC Member or Pledging Friend?       Yes       No

Date Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_

Anticipated Number of Attendees: \_\_\_\_\_

Members and Pledging Friends of the congregation are not charged rental fees for personal use of church facilities for life passage events (weddings and memorials). Members hosting events for non-congregational groups or for non-members will be charged room use and impact fees.

Building use for memorial services is limited to four hours. All fees are paid to the Olympia Unitarian Universalist Congregation.

<b>Memorial Services Fee Schedule</b>	Member or Pledging Friend*	Non-Member
Use of Commons and Sanctuary	No charge	\$200
Use of Commons Only	No charge	\$100
Minister	No charge	\$300 Service \$350 Service with Interment
Music Director	No charge	\$150
AV Technician	No charge	\$75
Caretaker	No charge	See Impact Fees
Memorial Services	No charge	Not available
Kitchen Use /Kitchen Manager	No charge	\$50**(as available) (If fully catered – no charge)

\*Fees and services for family members of pledging members and friends are at the discretion of the Memorial Services Committee. Donations to the Minister’s Benevolence Fund are always welcome.

\*\* Includes: advisory only. Does not include: Any food (coffee or tea supplies), serving or clean-up.

<b>Impact Fees</b>	1-99 Attendees	100+ Attendees
Minimal Set Up	\$50	\$75
Substantial Set Up	\$75	\$100



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Impact Fees are charged at the discretion of the Church Administrator and/or Memorial Services Committee, taking into account factors such as set up requirements, number of attendees, use of any special equipment, food and drink, etc. Based on these factors, Impact Fees may exceed the amounts shown above. OUUC reserves the right to modify fees based on the size of the event's carbon footprint.

Special Needs or Requests:

Set Up Instructions:

<b>For Office Use Only</b>			
Agreed Upon Fees: _____		Date Paid: _____	
<input type="checkbox"/> Calendar	<input type="checkbox"/> Release and Indemnity Agreement		
<input type="checkbox"/> Building Use Guidelines	<input type="checkbox"/> Minister	<input type="checkbox"/> Music	
<input type="checkbox"/> Caretaker	<input type="checkbox"/> Kitchen	<input type="checkbox"/> MSC	<input type="checkbox"/> AV Tech

