



# Unitarian Universalist Fellowship of Vero Beach

1590 27<sup>th</sup> Avenue, Vero Beach, Florida 32960  
(772) 778-5880 [www.uufvb.org](http://www.uufvb.org)

## 2018 Facilities Building Use Fee Schedule (Not available on Sundays until 2 pm)

	Rate	# Hours	Extra Hrs/Hr	Seating
Auditorium	\$1200	Up to 6	\$200	825
Fellowship Hall (includes Kitchen – see below)	\$1200	Up to 6	\$200	120
Library	\$40	1	\$20	18
Choir Room	\$40	1	\$20	30
Wedding Package w/ Reception. Includes 1 hour rehearsal evening before	\$1800	Up to 8	\$200	120

### NOTES

**Payment of Rental Fee: 50% At time of Reservation; 50% two weeks prior to event.**

**Cancellations: Deposit is refundable if cancelled 60 days prior to event, less \$50 processing fee. Cancellation within 60 days of event results in forfeiture of deposit.**

**Religious use of Facility must be approved by the Minister of UUFVB**

**Kitchen – includes use of prep area and warming ovens.**

**Additional fee would apply for use of stove/oven.**

**All events must end by 10 PM (City of Vero Beach Noise Ordinance)**

### **Additional Fees and information:**

Receptions – table with tablecloth (included)

Custodial fee TBD for each event

Security Deposit TBD for each event

Sound/Lighting Technician See list of approved vendors

Tel: (772)778-5880 Email: [info@uufvb.org](mailto:info@uufvb.org)  
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Revised 2/2018

## **UNITARIAN UNIVERSALIST FELLOWSHIP RENTAL POLICY**

The Unitarian Universalist Fellowship of Vero Beach (UUFVB) offers for rent various sized rooms. See the rental rate sheet for rooms and rates. Long term rentals will be paid weekly or monthly in advance.

Corporate renter agrees to obtain a Commercial General Liability Insurance Policy, with a company licensed to do business in Florida, for limits of not less than \$1,000,000 Combined Single Limit for Personal Injury, including Bodily Injury and Death, and for Property Damage Liability, that contains a Contractual Liability endorsement. Renter agrees to name UUFVB as an additional insured on such Policy.

The Unitarian Universalist Fellowship of Vero requires that all events end by no later than 10 pm.

Space rental reservations will be confirmed when a deposit of 50% of the amount due is received, and the rental agreement is signed. The remainder of the fee is to be paid no later than one week prior to the start of the event. A cleanup/damage deposit will be required for any event where alcohol is served and may be required for high impact events such as dances, dinners, and concerts; the amount dependent on the size of the event. Use of all electronic equipment belonging to the UUFVB requires an operator approved by the Fellowship. Any damage to this equipment caused by the renting party will be paid for by the renting party.

### **Alcohol may not be consumed outside the building Either in parking lots or other areas including inside vehicles**

If at any time UUFVB staff believes the event is getting out of control they have the authority to stop the event and clear the premises. If this transpires, there will be no refund of fees or damage deposit. Examples of activities which will cause the stopping of an event include the pulling of fire alarms, underage drinking, or guests becoming unruly or intoxicated.

1. Rental hours include the time needed for set-up and clean-up, so plan accordingly. The room must be left in the same condition as when you arrived.
2. Nothing may be affixed to the walls.
3. Set up of tables and chairs will be done by the Fellowship staff. Table cloths can be provided at an extra cost.
4. No religious services may be performed without prior approval.
5. Marriage ceremonies may be performed by any ordained minister subject to approval by the minister of the Unitarian Universalist Fellowship.
6. Wedding receptions may be held in the facility on a regular rental basis.
7. The use of confetti, rice, candles or any open flames are strictly prohibited.

**UUFVB is a smoke/tobacco-free environment. Smoke/Tobacco-Free means that smoking, the use of smokeless tobacco products, the use of unregulated nicotine products, and the use of e-cigarettes is strictly prohibited within the building and within 25 feet of all entrances.**