

Union Church Sanctuary

Union Church Sanctuary is a house of worship available under special circumstances for use by community or private (non-commercial) groups when approved by Board of Trustees. Application and permit for use of the facility is available from the church office. Contact the church office for availability and terms of use. Once application has been approved and deposit received, a coordinator will be assigned and scheduled to be on site on the day of use.

Capacity: 250

Fee schedule:

- \$300.00 (minimum of 2 hours)
- \$100.00 Coordinator Fee (help/security)
- \$125.00 (each additional hour)
- \$100.00 holds reservation (refundable) (cleaning/cancellation/damage deposit)

Coordinator: Ross Hoksbergen
Cell #: (517) 410-3212

Please Note:

The piano in the church sanctuary is tuned four times a year; however, if you would like it tuned specifically for your event you are welcome to contact the church vendor and pay the appropriate fees.

Extra fees apply for the use of:

<input type="checkbox"/> 2 Tables Setup	\$25.00
<input type="checkbox"/> Chairs Setup (5+)	\$50.00
<input type="checkbox"/> Conductor Stand	\$10.00
<input type="checkbox"/> Organ	\$100.00
<input type="checkbox"/> Laptop/Projector	\$100.00*
<input type="checkbox"/> Wireless Sound System	\$100.00*
<input type="checkbox"/> Wired Sound System	\$50.00**
<input type="checkbox"/> Portable Sound System	\$100.00**
<input type="checkbox"/> Piano Tuning	\$145.00***

(*) – Operated by UC Coordinator Only

(**) – Renter Operated: Requires \$200.00
Damage Deposit

(***) – Must Use Church Vendor
(David Stahl at 650-224-3560)

Notes:

- Portable Sound System can be used in the hall and courtyard
- Wired Sound System includes sound speakers with one mic
- Wireless Sound System includes 2 handheld mics and lapels

Permits/ insurance /setup/ takedown/ cleanup are responsibility of applicant.

Parking in designated areas only, please observe posted speed limits, Children to be actively supervised at all times.

Please remember to enter and leave the sanctuary within the designated time-slot. Please treat it as a house of worship. No food or drinks. Piano Rules: Teachers are responsible for the use of the grand piano and must actively supervise their students' use of the instrument at all times. Please remember: no flowers, books, keys, etc. on the uncovered piano.

Signature: _____ Date: _____

Print Name: _____

Cell Phone # _____ Home Phone # _____

Email: _____

Organization: _____