



26 N. Third Street
Emmaus, PA 18049

Phone: 610-965-3036
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Web: www.unityoflehighvalley.org

ULV Building & Rental Information

Unity of Lehigh Valley is a non-denominational church that has been serving the greater Lehigh Valley for over 30 years. We are happy to be able to provide a sacred space for your celebration or occasion. Please complete and submit an [Event Request Form](#) to schedule your event.

Building Information

- ♥ The main entrance is located in the rear of the building facing the Wachovia Bank parking area.
- ♥ Our Sanctuary is a beautiful, peaceful, joy-filled room that comfortably seats up to 85.
- ♥ We ask you do not smoke or allow any guest to smoke in the building. Please smoke outside away from doorways and dispose of any smoking materials in ash cans.
- ♥ Decorations may be used however only non-damaging fasteners may be used. Do not use staples, nails, tacks or tape to fasten decorations.
- ♥ Each group is responsible for setting up space and cleanup. We graciously give thanks for making sure that everything is replaced and the room(s) are in the same condition as when you arrived.
- ♥ Birdseed or bubbles may be thrown outdoors but please no rice or confetti.
- ♥ We make every effort to protect personal items brought to the church property but we cannot be held responsible for these items.
- ♥ ULV shares the Wachovia Bank and Buss Paint parking lot behind the church. Visitors to the church may use that parking lot when the bank is closed. Street parking is also available on Third Street.
- ♥ Handicap access is available at the Third St. entrance in the form of a chair lift.
- ♥ Keys (if required) must be returned within 24 hours after the event.

Music and sound equipment

You may engage any music you desire but if our sound equipment is used it must be handled by a ULV Sound Technician. Please allow at least three (3) weeks in advance. Additional Fees will apply.

Wedding Fees

- ♥ Sanctuary - \$50.00 for up to one hour / \$25.00 for each additional hour
- ♥ Rehearsal on a separate day - \$25.00 per hour ♥ Sound Technician - \$50
- ♥ Love Offering if Bride or Groom has been a member of ULV for at least 1 year

Rental Fees

- ♥ Sanctuary – 3 hours or less: \$50 / 4-6 hours: \$100 / 7 hours +: \$150
- ♥ Sunday School Room - 3 hours or less: \$35 / 4-6 hours: \$70 / 7 hours +: \$105
- ♥ Fellowship Area or Small Classrooms - 3 hours or less: \$10 / 4-6 hours: \$20 / 7 hours +: \$30

Workshops / Seminars / Classes

- ♥ Love Offering / Split Fee

Payment

A deposit of 50% of the fee is due on scheduling of the event and the balance is due 10 days before the event. Checks can be made payable to *Unity of Lehigh Valley*. Visa and MasterCard are also accepted. Payment for Workshops / Seminars / Classes are due within 24 hours after the event.

If there are any questions please feel free to contact the Office Manager during office hours: Tuesday - Friday 10 a.m. to 3 p.m.