



26 N. Third Street
Emmaus, PA 18049

Phone: 610-965-3036
Email: unitylv@rcn.com

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 / Facility Use Request Form](#) to schedule your event.

Building Information

- ♥ The main entrance is located in the rear of the building facing the Wells Fargo Bank parking area.
- ♥ Our Sanctuary is a beautiful, peaceful, joy-filled room that comfortably seats up to 85.
- ♥ 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.
- ♥ 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.
- ♥ Birdseed or bubbles may be “thrown” outdoors but please no rice or confetti. Rose petals or anything used inside must be cleaned up.
- ♥ We make every effort to protect personal items brought to the church property but we cannot be held responsible for these items.
- ♥ Street parking is available on Third Street. ULV shares the Wells Fargo Bank and Buss Paint parking lot behind the church. Visitors to the church may use that parking lot when the bank is closed. Please do not park in the gravel area.
- ♥ A chair lift is available at the Third St. entrance to gain access to the Sanctuary.
- ♥ Keys (if required) must be returned within 24 hours after the event (Please see Key Policy).

Music and sound equipment

Use of our audio/visual equipment requires a trained technician and an additional fee - minimum of \$50. (may be additional depending on length of program requiring technical support) Please schedule at least three (3) weeks in advance.

Rental Fees

Rental fees for weddings and memorials of ULV members are on a love offering basis.

- | | |
|------------------------------------|---|
| ♥ Sanctuary – 1 hour or less: \$50 | ♥ Fellowship or Sunday School Room - 1 hour or less: \$35 |
| 1-3 hours: \$100 | 1-3 hours: \$50 |
| 4-6 hours: \$200 | 4-6 hours: \$70 |
| >6 hours: \$250 | >6 hours: \$110 |

Specific arrangements must be made for use of the kitchen. Additional fees may apply and a security deposit may be required to ensure proper clean-up.

Workshops / Seminars / Classes

- ♥ Love Offering / Split Fee subject to Board approval

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.