



# Building & Rental Information

Effective January 1, 2015

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) and facilities are in the same condition as when you arrived.
- This is a Non-Smoking facility. Do not smoke or allow any guest to smoke in the building or the immediate premises around the building.
- Food is not permitted in the sanctuary.
- 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 cannot be held responsible for lost or missing 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.
- Illegal or hazardous activities are prohibited. No hazardous or combustible materials may be brought onto the premises. Please become familiar with the location of exits and fire extinguishers and plan accordingly. No use of fire is permitted.
- Please notify the Sexton (610-965-6335) immediately in the event damage to the facility or equipment is noted or sustained. In case of fire, call 911 immediately and then notify the Sexton.
- Codes issued for access through the Security System are the responsibility of the identified Contact for the Group. Codes will be removed after the event or series of uses. Any unauthorized use of the building will be grounds for immediate termination of access and use of the building.
- Use of our audio/visual equipment requires a trained technician and an additional fee of \$50 (may be additional depending on the length of the program requiring technical support). Please schedule at least three (3) weeks in advance.
- User will be responsible for the cost of cleaning, repair or replacement of any damaged equipment or property beyond normal wear and tear. Deposits may be required for use of kitchen facilities or extended use of the general facility.



# Building & Rental Information

Effective January 1, 2015

## 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 – 1-2 hours:	\$100	Fellowship or Sunday School Room – 1-2 hours:	\$50
2-5 hours:	\$200	2-5 hours:	\$100
6 hours or more:	\$300	6 hours or more:	\$150

Specific arrangements must be made for use of the kitchen. Additional fees may apply and a security deposit may be required.

## Workshops / Seminars / Classes

Please submit a statement outlining how your activities will support our mission: United in love, we provide a positive environment for all people to discover and express their spiritual nature.

All activities are subject to approval and alignment with our mission.

Fees: If you are not charging for your event, ULV requests a love offering to be taken as compensation for the space. If you have set fees or are taking a love offering as compensation for the event, ULV will consider splits of 20-50% to the church as compensation for the space.

## 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*. Payment for Workshops / Seminars / Classes are due within 24 hours after the event.

ALL users are financially responsible for damage, regardless of payment arrangements.

*Unity of Lehigh Valley reserves the right to revoke access of space to any group or individual with or without cause. Any unused fees or advances will be refunded. ULV reserves the right to deny any group or individual's request to use space with or without cause.*

***If there are any questions please contact the Office Administrator during office hours:  
Monday - Thursday 10 a.m. to 3 p.m.***