

**Bethlehem United Church of Christ  
Building Rental Information**

ALL rentals require 50% deposit in order to hold the date.  
The balance of the rental is due 5 business days prior to the event.

	<b>Regular Rate</b>	<b>* Non-Profit Rate</b>	<b>* Concert Non-Profit</b>	<b>Student Recital</b>	<b>**BUCC Member/Staff</b>
Sanctuary, 1-4 hours	400.00	300.00	300.00	150.00	100.00
8 hours	800.00	600.00	600.00	300.00	150.00
Each additional hour	100.00	75.00	75.00	50.00	25.00
Chapel, 1-4 hours	175.00	130.00	130.00	100.00	45.00
Fellowship Hall, 1-4 hours	200.00	150.00	150.00	100.00	50.00
Lounge, 1-4 hours	70.00	60.00	60.00	50.00	20.00
Choir Room, 1-4 hours	75.00	60.00	60.00	50.00	20.00
Cinema Room, 1-4 hours	70.00	50.00	N/A	N/A	20.00
Gallery, Library, Classrooms, 1-4 hours	40.00	30.00	30.00	30.00	10.00
<i>Each additional hour for above rooms to be billed at 25% of posted rate</i>					
Youth Room per hour	50.00	40.00	40.00	50.00	20.00
Gym per hour	40.00	30.00	N/A	N/A	15.00

**Additional Fees:**

Rehearsal Time	50.00 per hour
Sexton/Custodian	20.00 per hour
Food, extra 2 hour clean up	40.00 per rental
Major set ups	30.00 per hour for 100+ chairs

**Other Options:**

Sound System Sanctuary	75.00
Organ and Piano Use Fee	50.00

Sexton fee may be required for room rentals. Please ask for details

BUCC is a privately funded venue and reserves the right to deny any rental request

\* A non-profit is defined as any entity that is registered with the Internal Revenue Service as a 501(c)3

\*\* BUCC Member/Staff rates are available to members or church staff for personal or family use, not eligible for outside groups the member is affiliated with.

Approved by Leadership Council 02/27/20

Room Name	Room Details
Sanctuary	Seating for 450, altar, stained glass windows, adjustable lighting, air conditioning. microphones and music stands. Casavant organ, grand piano. Sound technician must be hired to run sound system.
Chapel	Seating for 70, altar, sound system, air conditioning
Fellowship Hall	Seating for 96-128 at round tables, air conditioning, adjoining kitchenette with refrigerator and coffee service.
Youth Room	Seating for 30-40, small kitchenette, tables and chairs or comfortable lounge furniture
Lounge	Approximate capacity of 50, air conditioning, adjoining kitchenette, comfortable seating
Choir Room	Seating for 25-30, can house small recitals, grand piano
Gallery	Meeting room with approximate capacity of 50, or table and chair set up to hold approximately 25-30
Library	Small meeting space with approximate capacity of 15-25 with table and chair setup
Classrooms	Small meeting space with approximate capacity of 10-15 with table and chair setup
Gym	Limited spectator seating, basketball nets
Cinema Room	Seating for 40 in comfortable theater style seats. Projectionist must be hired to run projector