



Narthex

Special Features:

- Recently remodeled facility
- Large meeting or reception room with bamboo floors and large windows
- Spacious sanctuary with wood floors and interior
- Narthex with wood floors and natural lighting
- Full kitchen, with linens available as well as settings for 200
- Sanctuary pews moveable to accommodate special configurations or dancing
- Sexton services to assist with set-up and clean-up provided at no extra charge



An inclusive religious community encouraging lives of purpose, service and joy!



Social Hall (seats 175 persons)



Sanctuary (seats 250 people)



Kitchen (with settings for 200)



Classroom

Facility Use and Rental Fees



1207 Ellsworth Street, Bellingham, WA 98225

Tel: 360.733.3837 ✉ Email: admin@buf.org

<http://www.buf.org>

Facility Use Guidelines

Hereafter, the Bellingham Unitarian Fellowship shall be referred to as BUF.

- **Use of Space:** The BUF building and premises are available for use on a first-come, first-serve basis by members, friends, and outside community groups in accordance with BUF's mission, vision statement, and Unitarian Universalist principles.
- **Deposits:** A refundable \$300 damage deposit is required to reserve the space. A non-refundable cleaning deposit of \$50 for events of 5 hours or less, \$100 for events more than 5 hours, and payment of fees are required to finalize reservation.
- **Cancellation:** Cancellations must be made within one week of the event. Failure to do so will forfeit the cleaning deposit.
- **Keys:** If a key is needed, it will be checked out to the user prior to the event and only after facility orientation has been completed and all fees have been paid. The key must be returned through the mail slot to the BUF office within 24 hours after the event. \$100 WILL BE DEDUCTED FROM DAMAGE DEPOSIT FOR MISSING KEY.
- **Sexton:** Our Sexton will be available at the times designated on the Rental Forms, and will be charged with unlocking the doors, security, set-up, clean-up, and custodial help unless otherwise negotiated. The Sexton will also be available at all times during the event, for questions or emergencies.
- **Building Use Conditions and Regulations:** Users will be subject to all terms of this contract.
- **Dispute Resolution:** Any disputes regarding current BUF programming and facility use or decisions related to such shall be resolved through BUF's Administrator, Administrative Team and/or Board of Trustees. Unresolved disputes will be brought to the Whatcom Dispute Resolution Center, as needed.

Reservation Procedure and Required Forms:

Copies of forms and other resources are available in the BUF office, or online at buf.org/RentalInformation.html

.Steps to a successful reservation:

- ✓ **Calendar Check** — Contact the Administrator to check availability. Only the Administrator can confirm the reservation and enter it on BUF's master calendar.
- ✓ **Reservation Request Form** — Each signed application by user/group should be made at least one week in advance of the event.
- ✓ **Building Use Conditions and Regulations Form** — Complete and return to BUF.
- ✓ **Deposits** — A \$300 refundable damage deposit is required for all rentals. The deposit will be held until after the event. A nonrefundable cleaning fee is also required: \$50 for events shorter than 5 hours; \$100 for longer events.
- ✓ **Facility Orientation** — If necessary, includes building information, instruction for use of lighting and equipment, and clean-up and lock-up procedures. If a facility orientation is necessary, please schedule an appointment with the Administer at least a week before your event.
- ✓ **Facility Use Recycling and Food Composting Agreement Form and Facility Use Checklist** — Provided with Building Use Conditions and Regulations form; to be discussed during facility orientation as requested, if renter is not familiar with FoodPlus system.
- ✓ **Payment**— All payments are due a week prior to the event.

Location	Members hourly	Non-Members hourly
Sanctuary (seats 250)		
Student Recitals	\$25.00	\$40.00
Lecture or concert w/out dancing		
Fewer than 50 people	\$40.00	\$70.00
More than 50 people	\$40.00	\$40.00
Concert with dancing or event with reception/sales		
Fewer than 50 people	\$40.00	\$85.00
More than 50 people	\$40.00	\$100.00
Kitchen	\$15.00	\$30.00
Quiet Room	\$15.00	\$30.00
New Social Hall (Seats 125)	\$30.00	\$50.00
Kitchen +Social Halls (seats 250)	\$70.00	\$125.00
Conference Room (seats 15)	\$10.00	\$25.00
Classrooms 1 (15 people)	\$10.00	\$15.00
Classroom 2 (12 people)	\$10.00	\$15.00
Classroom 3 (12 people)	\$10.00	\$15.00
Classroom 4 (19 people)	\$20.00	\$40.00
Flex Room (25 people)	\$20.00	\$40.00
All Religious Ed. Space (3rd floor)	\$40.00	\$120.00

Other amenities available for rent:

Ask the Administrator about other amenities available for use, such as matched place settings, linens and a gas grill.