

## About our facilities

Originally built as a women's club in 1902, and located near the heart of Andover, Massachusetts, our building is distinguished by its soaring ceiling in a cozy and warm auditorium meeting space.



The UUCiA is available to groups whose principles do not conflict with our values of freedom and dignity for all.



Our meeting space and all main level areas are fully accessible to the physically challenged.



We are equipped for business or social events -- seminars, workshops, receptions, weddings, business meetings, dinners, lunches, recitals, music or acting classes, lectures, etc. -- for as little as one hour or for the whole day, or longer.



The capacity of the auditorium is 110 for wedding-type seating and up to 75 with folding tables for meal service seating.



The hardwood floor makes this space especially inviting for dances and similar activities. A kitchen with prep area and dishware is also on the premises.

## Fees for facilities use

### One-time or occasional use

Sanctuary/Upstairs Hall:  
\$250 (up to 5 hours)

Downstairs/Johnson Hall  
\$100 (up to 5 hours)

Additional fees apply for continuous use of more than five hours.

Upstairs rental includes use of the kitchen.

There are additional fees for the use of our sound system and piano.

*A non-refundable* sexton's fee and a *refundable* cleaning deposit are required for most rentals.

### Ongoing use

Groups that wish to meet at the church on a regular basis may contact the congregational office to request regular meeting times. For these ongoing meetings, a reduced fee schedule may be negotiated.

### Non-profits, Members & Affiliates

Fees may be reduced for non-profit groups and church members or affiliates who have made a pledge to the church equal to or in excess of applicable fees for the use of the building; all are expected to pay a sexton's fee for custodial service if applicable.

## Policies and Fees

*for*

## Use of Facilities

*at*

## The Unitarian Universalist Congregation in Andover



6 Locke Street, Andover MA  
978-475-4454

[www.uuandover.org](http://www.uuandover.org)

**E-mail:** [office@uuandover.org](mailto:office@uuandover.org)

## Your responsibilities

All groups or individuals using our facilities must agree to the following:

1. There is no smoking within the church building.
2. Please do not use tape to attach anything to the walls or woodwork.
3. If you find anything broken or not functional, leave a note on the item and notify the office.
4. "Leave no trace." When your event is finished, please put the room(s) in order.
5. Pick up and remove all trash from the premises.
6. Please rinse and recycle plastics, glass, and paper in blue bins.
7. Wash, dry and return to shelves and drawers all dishes, cups, silverware, and appliances.
8. Remove any leftover food or alcohol from the premises. All food left here will be considered the property of the church.
9. Shut any window(s), if opened.
10. Check all restrooms to be sure that no water is running in sinks or toilets.
11. Turn off ALL lights, including those in restrooms, hallways and kitchen.
12. When returning rental key, lock doors first and then return key to holder on office door, then close front door behind you.



## If you're interested

- Please contact our rental coordinator, to discuss your requirements and schedule availability.
- You can reach us by phone at 978-475-4454, or by e-mail at [rentals@uuandover.org](mailto:rentals@uuandover.org)
- If the facilities are available, and you agree to the responsibilities for building use, complete the request form at right and return it, along with the **required \$50 security deposit** – payable to UUCiA - to:

**Office Administrator  
UUCiA  
6 Locke Street,  
Andover MA**

*Updated 6/20/2017. Rates subject to change.*

## Facilities Request Form

Organization or individual name:

Function Date:

Time: \_\_\_\_ AM/PM to \_\_\_\_ AM/PM

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work/Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

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Approved By:

\_\_\_\_\_  
(For UUCiA)

Date Approved: