

Built in 1958, the Unitarian Universalist Congregation of Princeton's worship center is distinguished by its unique skylight in the sanctuary and visible to those driving by. We provide a sanctuary of beauty on the outskirts of the historic town of Princeton. The Unitarian Universalist Congregation of Princeton welcomes and supports those seeking the use of quality space.



Channing Hall, Robinson Lounge and the rest rooms on the upper floor are fully accessible to the physically challenged. Only Channing Hall is air conditioned.

The Mission Covenant of the Unitarian Universalist Congregation of Princeton

We come together in a free and open search for meaning within the mysteries of life.

We draw inspiration from the wisdom of the ages, guided by reason, intuition, and experience.

Transformed through our shared explorations, we are compelled to build a better world in harmony with all existence.

We commit to love, respect, and nurture each other in our lifelong spiritual journeys.

We pledge our hearts and hands, our minds and means to this sacred bond.

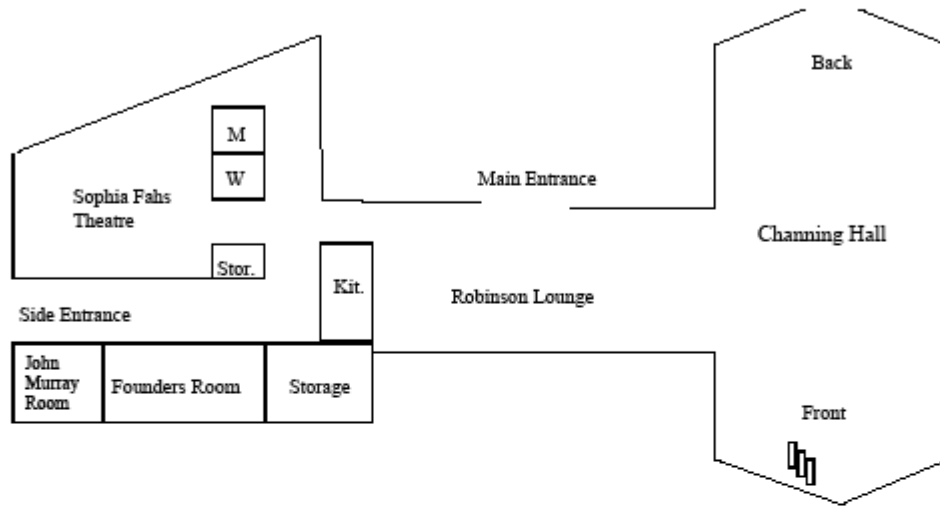
Our spaces are available to groups whose principles do not conflict with our values of freedom and dignity for all.

Discounted Rates

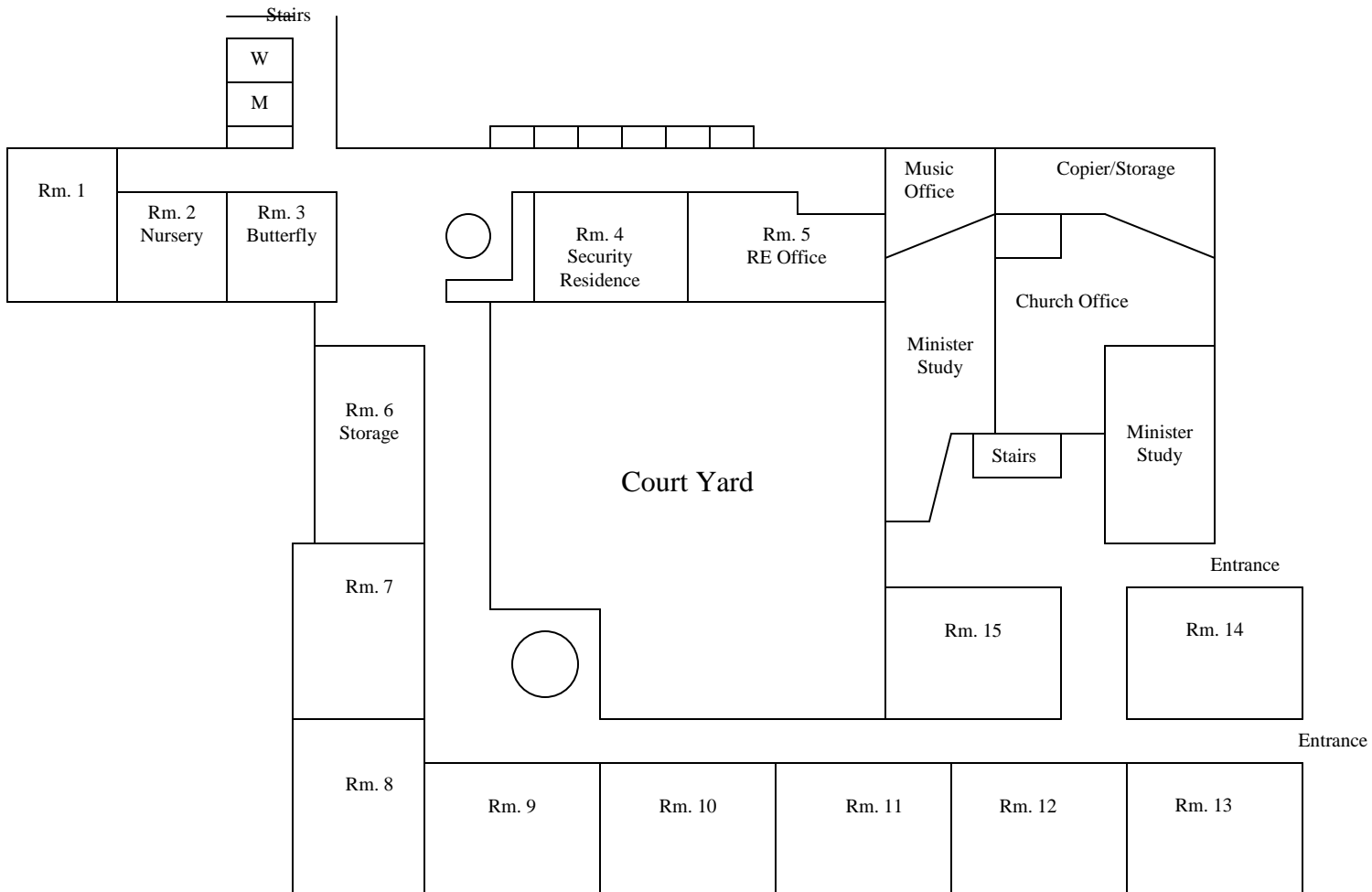
All requests for discounted facility use rates must be submitted in writing and will be reviewed by the Executive Team. Send your request to office@uuprinceton.org and include information about your group and why you are seeking a reduced rate.

Please check our online calendar for room availability www.uuprinceton.org look for the calendar link on the right sidebar.

Upper Level Floor Plan



Lower Level Floor Plan



Weddings, Unions, Memorial Services

Please contact the minister directly to check on his availability to officiate. If you do not wish to use his services he will need to grant you a waiver to use your own officiant.

Rev. Bill Neely 609-924-1604 ext.11

Flower deliveries should be coordinated through the office. Flowers should be placed in the Sanctuary by the florist. Please note that there is no one on staff in the building on Saturdays to accept deliveries.

The closest florist is located at [McCaffrey's Market](#):

Princeton Shopping Center

301 Harrison Street

Princeton, NJ 08540

609-683-1600

Mon.-Sat.: 7am-10pm, Sun.: 8am-9pm

They charge a \$5.00 delivery fee (as of this writing 7/2008.)

Rooms

- None of our rooms are available for use on Sundays during our worship services.
- Facility users may not enter the building any earlier than 2:30 pm on Sundays.
- Congregation functions take precedent over outside facility users and outside facility users may be asked to move to another room, or even another day.
- Sexton services are not available on Saturdays. If custodial services are required you may wish to contract directly with our sexton, please contact the congregation office for his contact information.

CHANNING HALL (Sanctuary)

Our worship space, with its skylight and hardwood floor, can be cleared for other uses such as recitals, concerts, lectures, dinner, dances, auditions, etc. Non-members may rent the hall for weddings, unions, and memorial services, with one of our ministers officiating. Exceptions are permissible; please contact one of the ministers.

This hall has exceptional acoustics and an excellent sound system. Our Steinway concert grand complements this space and is available for an additional fee of \$75.00 per event. There is a second grand piano, a Baldwin, available for a \$50.00 fee.

There are approximately 250 chairs in the room which may be stacked around the perimeter of the room.

This room is not available on Sunday mornings, when we hold worship services, nor on Wednesday evenings when we hold choir practice.

There is a sound system with three wired microphones with stands and two wireless mics.

This room is air conditioned.

Channing Hall Monday – Thursday \$170.00 for the first two hours (or any fraction). \$100.00 for each additional hour (or any fraction)

Channing Hall Friday, Saturday & Sunday \$180.00 for the first two hours (or any fraction). \$100.00 for each additional hour (or any fraction)

Size: 80' x 42'
Capacity: 275 chairs
Flooring: Hardwood
Food: Allowed
Air Conditioning: Yes



Figure 1 - Channing Hall facing back



Figure 2 - Channing Hall facing front

ROBINSON LOUNGE

This is a highly functional multi-purpose area with natural light and easy access to the kitchen.

The main front doors of the building open into this room.

There is a fireplace which may be used with permission and if you provide your own artificial log.

This room is not air conditioned.

Robinson Lounge is not available for rental on Sundays during the hours of our worship services.

Size: 51' x 35'
Flooring: Carpeted
Food: Allowed
Air Conditioning: No

Robinson Lounge Monday – Thursday \$90.00 for the first two hours (or any fraction.) \$60.00 for each additional hour (or any fraction.)

Robinson Lounge Friday, Saturday & Sunday \$100.00 for the first two hours (or any fraction.) \$70.00 for each additional hour (or any fraction.)



Figure 3 - Robinson Lounge



Figure 4 - Robinson Lounge

KITCHEN

We have a commercial-grade kitchen complete with stainless steel countertops, two ovens, a 6-burner gas stove, two sinks, two refrigerators and a dishwasher.

If all you need is a bit of refrigerator space, countertops to work on, and the use of the coffee urns, then you should request 'kitchen light.' If you need to use the ovens, stove, or dishwasher then you should request 'kitchen full.' Please have your caterer contact the office with any questions.

Kitchen (light) Monday – Thursday \$50.00 for the first two hours (or any fraction). \$30.00 for each additional hour (or any fraction)

Kitchen (light) Friday, Saturday & Sunday \$55.00 for the first two hours (or any fraction). \$30.00 for each additional hour (or any fraction)

Kitchen (full) Monday-Thursday \$125.00 for the first two hours (or any fraction). \$70.00 for each additional hour (or any fraction)

Kitchen (full) Friday, Saturday & Sunday \$130.00 for the first two hours (or any fraction). \$70.00 for each additional hour (or any fraction)



Figure 5 - Kitchen



Figure 6 - Kitchen

SOPHIA FAHS THEATRE

There are approximately 55 moveable chairs in the 3-tiered-seating semi-circular theatre. A pull-down screen and a VCR/DVD player are available for a \$30.00 fee. There is a baby grand piano which may be used for a \$50.00 fee. There is a sound board, and stage lighting.

Fahs Theatre Monday – Thursday \$90.00 for the first two hours (or any fraction.) \$60.00 for each additional hour (or any fraction.)

Fahs Theatre Friday, Saturday & Sunday \$100.00 for the first two hours (or any fraction.) \$70.00 for each additional hour (or any fraction.)

Size: 34' x 39'
Flooring: Carpeted
Food: Not Allowed
Air Conditioning: Yes
Stage: Yes



Figure 7 - Sophia Fahs Theatre

CLASSROOMS

We have 9 classrooms, each approximately 18' x 20', which are in full daytime use Monday-Friday from September through May, as well as Sunday mornings throughout the year.

Each classroom has child-sized tables and chairs. Adult-sized chairs are stored in the hallway for your use. Outside facility users are responsible for their own set up and clean up. All tables and chairs must be returned to where they were found.

Classrooms Monday – Thursday \$60.00 for the first two hours (or any fraction).

\$30.00 for each additional hour (or any fraction)

Classrooms Friday, Saturday & Sunday \$60.00 for the first two hours (or any fraction). \$30.00 for each additional hour (or any fraction)



Figure 8 - Classroom

Facility Use Donation Schedule as of 1 July 2010

Short Term (fewer than 7 during a 12-month period)

The minimum facility use is two hours, whether or not the full two hours are used.

Room	Monday – Thursday		Friday, Saturday, Sunday	
	First 2 Hours (or any fraction)	Each Additional Hour (or any fraction)	First 2 Hours (or any fraction)	Each Additional Hour (or any fraction)
CHANNING HALL	\$170.00	\$100.00	\$180.00	\$ 100.00
FAHS THEATRE	\$ 90.00	\$ 60.00	\$100.00	\$ 70.00
ROBINSON	\$ 90.00	\$ 60.00	\$100.00	\$ 70.00
CLASSROOMS	\$ 60.00	\$ 30.00	\$ 60.00	\$ 30.00
KITCHEN (FULL)	\$125.00	\$ 70.00	\$130.00	\$ 70.00
KITCHEN (LIGHT)	\$ 50.00	\$ 30.00	\$ 55.00	\$ 30.00

Long Term (7 or more times during a 12-month period)

30% off short term fees

Other information:

- 20 six-foot lightweight folding tables in the building
- Approximately 120 folding chairs in the building (70 upper level and 50 lower level)
- Projection screen
- Steinway grand piano in Channing Hall, \$75 per use
- Baldwin grand piano in Channing Hall, \$50 per use
- Baby Grand piano in Sophia Fahs theatre, \$50 per use

Although we have other rooms in the building they are not available for use by non-UUCP groups.

Kitchen (Full) includes use of dishwasher, ovens, stove, and refrigerator (tablecloths, dishes, silverware, glassware, serving dishes are *not* included. Please inquire about separate fees.)

Kitchen (Light) includes counter use, refrigerator use and use of coffee maker only (facility users must supply their own coffee, cups, spoons, sugar, creamer, etc.)

Use of Steinway piano in Channing Hall - \$75 additional (except for weddings, memorial services, child dedication services)

Use of other piano in Channing Hall - \$50 additional (except for weddings, memorial services, child dedication services)

Use of piano in Fahs Theatre - \$50 additional

Use of the projection system in Fahs Theatre - \$30 additional

Use of the sound system in Channing is included in the facility use fee.
Use of tables and chairs is included in the facility use fee.

A \$50 administrative donation will be assessed to all facility users.

- This donation is payable immediately upon reserving the space.
- This donation will be refunded in full should the event be cancelled outside of the six-week calendar period prior to the event.
- This donation will *not* be refunded should the event be cancelled by the facility user inside of the six-week calendar period preceding the event.

The balance of all donations is payable in full 14 calendar days prior to the event.

Please send an e-mail to office@uuprinceton.org to further inquire about room use.

Terms and Conditions of Facility Use

1. You, the facility use contact, and your group, may specify in your publicity that your meeting or event is being held at UUCP, but alternate language which implies in any way that there is sponsorship by, or affiliation with, UUCP **is not allowed**. UUCP's office is **not** to be used as a source for directions or information about your group and its activities. Your publicity must provide a contact name and phone number other than the UUCP office.
2. More than one group may be meeting on the UUCP premises at the same time. Your group must confine itself to the area of the UUCP facility which you have contracted to use. Do not allow members or guests of your group to wander throughout the building and please keep noise to a minimum so as not to disturb other groups. This applies especially to children who must have adult supervision at all times.
3. No alcoholic beverages are permitted to be served by your group on UUCP premises unless evidence of liability insurance is provided and written authorization is granted by an officer of the UUCP. See note below.
4. All open flames (e.g. candles) must be extinguished before you leave the building, no exceptions. You must carefully monitor all open flames while you are in the UUCP facility.
5. You must obtain prior permission from the Congregation Administrator if you plan to use the sound system. You must assign one point-of-contact for your group and that person will be solely responsible for ensuring that the system is not abused and that all switches and dials are returned to their original position before your group leaves the premises.
6. Any and all signs posted inside the building or outside on UUCP property must be removed before your group leaves the premises. If your group is holding multi-date events at the UUCP please note that this applies to every time you use the building. Please note that all non-UUCP signs remaining the morning after your event will be discarded.
7. No signs may be attached to any of the glass doors or windows (do not put tape on any doors or windows.) There is a magnetic display board, just inside the front doors, on which you may display a sign for your event.
8. The UUCP is a smoke-free building. No smoking is permitted indoors at any time. The only designated smoking area is outside of Channing Hall where there is a cigarette receptacle. All cigarettes must be disposed of in the designated container. The doors at the back of Channing Hall may not be used for entering or exiting the building. It is the contact's responsibility to ensure that no cigarettes are extinguished on UUCP sidewalks, parking lot, or in our beautiful gardens.
9. **Facility users are responsible for their own set-up and clean-up of the space they are using.** You must plan accordingly for set up and clean up times. Your group is not allowed into the building until the time stated in your facility use agreement; please do not ask if you can enter the building early to 'set up.' You, as your group's contact, must ensure the return of furniture and/or equipment to its original location and position, (please note chairs in Channing Hall must be returned to their original location. When moving chairs, or any other furniture, in Channing Hall please *pick up each one, do not slide the furniture*. Please help to preserve the beautiful wood floor.)

10. **All** trash generated by your group must be disposed of properly, please use the Dumpster located at the far corner of the large parking lot. Please do not put garbage in the Recycle container. Vacuum cleaners are located in the storage room next to the kitchen off Robinson Lounge.
11. Regulations for the use of the kitchen are posted in the kitchen and must be carefully observed. Your group should bring its own dish towels, tablecloths, paper cups, napkins, etc. Please do not use food, beverages, or paper products from the cupboards or refrigerators. Leave the kitchen in good order with everything washed, dried, and put away. The countertops should be clear when you leave. Dinner groups must empty the kitchen garbage cans into the dumpster in the upper parking lot before leaving.
12. It is the contact's responsibility to ensure that the facilities that are used be left in the same clean order in which they were found. Part, or all, of the administrative donation may be withheld if your group does not comply with this term.
13. Your group is responsible for turning off the lights (be sure to check the restrooms) and closing and locking the windows and doors in the areas of the UUCP premises which you use. Be sure that everyone in your group has left before you lock up. Even if another group remains, please lock the area for which you are responsible. Please be sure to turn off any fans or air-conditioning that you used.
14. Your group is responsible for compensating UUCP for any damage to the UUCP property caused by your group; this includes storm damage caused by windows or doors left open. The cost of rectifying the damage will be assessed by the UUCP and additional compensation will be requested from you as appropriate.
15. It is the contact's responsibility to return keys to the UUCP office. The administrative donation will be withheld if keys are lost, stolen, or not returned on time.
16. Nothing may be attached to the gold-painted wall (reredos) behind the pulpit (no tape, no staples, no pins, etc.)
17. Food and drink are not allowed inside the Sophia Fahs Theatre, no exceptions.
18. Your group agrees to be mindful of the Unitarian Universalist Congregation of Princeton's commitment to sustainability and reduction of its carbon footprint. You agree to join the congregation in this effort and will pay attention to the materials you use in the course of your event. You will use as little Styrofoam as possible, and if you use plastic bottles or aluminum cans, you will ensure they are properly disposed of in recycling containers.
19. Your group is responsible for locking the front doors upon leaving the building and ensuring that all windows are closed and locked in the rooms you used, as well as ensuring all lights/heating/air conditioning are turned off in the rooms you used, including bathrooms. The front doors must be locked with a key, which can be found in a drawer in the kitchen marked 'door key.' To lock or unlock the doors, the panic bar must be pushed in and held while the key is turned.



PLEASE NOTE: The use of alcoholic beverages is not permitted unless evidence of liability insurance is provided and written authorization is given by an officer of UUCP. If you will be serving alcohol then you must submit a copy of your Certificate of Liability Insurance to the UUCP office at the address above no later than 30 days prior to your event.

A Certificate of Liability Insurance may be obtained by contacting your personal homeowners-coverage insurance company and explaining to them what you need. You may be charged approximately \$300 for the certificate. You should ask your insurance company this question: “Under my policy provisions, for an off-premises (away from my home) event, if alcohol is served and an accident occurs, am I covered?” Limits and coverage will vary based on your personal policy. If you do not have a homeowners policy, or if your insurance company does not know how to help you please contact Philadelphia Insurance Companies and ask to speak with someone in Marketing about obtaining a ‘special event’ insurance policy. You may be charged approximately \$300 for the certificate.

Philadelphia Insurance Companies
One Bala Plaza-Suite 100
Bala Cynwyd, PA 19004
Telephone No. 1-877-438-7459
Website: www.phly.com