



BRUU MEMBER RENTALS

Bull Run Unitarian Universalists

9350 Main Street

Manassas, VA 20109

Rentals by BRUU Members

The definition of a "BRUU Member" is someone who has signed the Membership Book at least 12 months prior to the date reserved for an event at BRUU.

Ministerial services for any celebration/event are separate from building use arrangements and must be coordinated independently with the Minister.

Funeral/Memorial Service: for a BRUU member or a member of the immediate family: the Sanctuary is available at NO charge. A donation is accepted and appreciated if a reception is held in the Fellowship Hall following the service.

Wedding/Union Ceremony: for BRUU member(s) and their immediate family: the Sanctuary is available at NO charge. If a reception is held after the service, rental fees for the hall and kitchen (if required) are half the rental rates listed.

For ALL of the following activities/events, a Building Use Application MUST BE COMPLETED and submitted to the Building Use Committee for approval prior to being placed on the calendar:

- **For non-BRUU related activities:** (and which are not-for-profit events): the minimum hourly requirement for any space is waived and the member only pays for the actual hours used. Examples include: club meetings and craft sessions.
- **For BRUU fundraising activities:** there is no fee although NOTE: date & times must be pre-arranged through BUC Chair or Event Coordinator. Even if the date and/or time are available at the time of scheduling, BUC reserves the right to reschedule the event (prior to calendar placement) in order to consider the potential for outside rental opportunities. Examples include: craft fairs and Auction items that use fellowship hall or kitchen.
- **For Social/Life Passage Events:** for BRUU members or members of their immediate family (other than for funerals/memorial services and union/wedding ceremonies which are covered above), fees are half the rental rates listed but

rooms may not be reserved any more than one month in advance. Examples include: birthday parties, graduation celebrations, anniversaries, retirement dinners.

As an added benefit for BRUU members: while deposit checks are required, they are NOT pre-deposited and will be returned if the rental space is returned in the same condition it was found.

If you are a committee chair and your committee is sponsoring an event at BRUU: you are responsible for collecting the application and following up with all of the details of the event (e.g., access to the building, A/V equipment, cleanup, etc.)