



Unitarian Universalist Community Church of Sacramento
8231 #C East Stockton Blvd • Sacramento, CA 95828
Phone 916-689-2008/Fax 916-689-2282

Facility Deposit Refund Policy

At the time you reserve the Church facility you will make a \$200 cleaning/security deposit. Checks are not held until the event but are deposited in the bank immediately. This deposit ensures the Church that you will leave the building in good condition and that the Church will be compensated for any minor damage that may occur. It also helps compensate the Church for loss of rental income when a function is cancelled so late that a rebooking is unlikely.

Deposits are fully refunded if the planned event occurs on the scheduled date and the conditions noted below are met. Partial refunds are made when bookings are cancelled at least one week or more before the scheduled date. **It takes 1-2 weeks for the paperwork to be processed and the refund to be mailed to you.**

We will hold your date for a maximum of one business day without a deposit, for example if you ask us to hold it on Monday we will do so until the close of business on Tuesday. There will be no extensions.

In Case of Cancellation or Change of Date.

**Cancellation or change at least one month
before reservation date**

Forfeit \$50 (\$150 refund)

Cancellation 1-4 weeks before scheduled date

Forfeit \$100 (\$100 refund)

Cancellation less than 1 week before date

Forfeit entire deposit

Post-Function Refund

Your deposit will be refunded in full if the following conditions are met:

- All rules are followed
- Your function concludes at the planned time
- No damage occurs to the building or to Church property
- You leave the building as you found it.

Over-Time or Under-Time Rentals

You are required to pay rental in one hour increments. You must pay for all scheduled hours before the event. We suggest paying for a little more time than you think you will need.

If a function lasts more than the scheduled time, but less than one hour more, the overtime rent will be taken out of your deposit refund in one hour increments. **Should your function last more than one hour past your scheduled "out" time the full deposit will be forfeited.**

If you are out earlier than scheduled, the extra time, in hour increments, will be included in your refund.

