

Cain Hall Rental Policy

Cain Hall, located to the rear of our sanctuary, was designed with education in mind. A fold-out white board on the west wall is available to presenters of workshops, classes and seminars. A large pull-down screen hangs near the white board for use with an overhead projector (available) or slide and power- point projectors (not available.) Other available teaching equipment includes: podium, TV and VCR/CD players, high stool for presenter, tables, music stands, flip chart easel, and large portable chalkboard.

Cain Hall is both carpeted and painted in light blue, with comfortable padded, stackable chairs for participant use. Up to forty (40) participants can be seated at tables, without tables, up to sixty (60) can be seated theater style.

Groups and individuals renting Cain Hall will need to plan to arrange the room as best meets their needs, then return the room to regular set-up following use.

Applications for use of facility are available through the church office.

FEES (single class or meeting session):

<u>1-4 Hours</u>	<u>5-8 Hours</u>	<u>9-12 Hours</u>
\$50	\$75	\$100

FEE & REQUIREMENTS FOR WEDDING RECEPTION:

- **Rental fee - \$200**
- **Security deposit - \$500 (fully refundable, if left in good condition)**
- **No alcoholic beverages (or red punch) will be allowed.**

***We reserve the right to adjust fees as deemed appropriate.**

Checklist for those using Cain Hall:

Before:

1. Confirm arrangements with office: i.e. dates, times, key, and parking.
2. Write check payable to Unity of Springfield.
3. Give the check to the Minister or office.
4. Set up the room according to your needs.

After:

1. Return room to original condition (kitchen also, if used.)
2. Turn off lights.
3. Adjust heat/air system, as requested.
4. Lock up, and return key as arranged.

Contact: Church Office at (217) 523-5897

**Unity Church of Springfield
417 Cordelia
Springfield, IL 62703**