

Building Rental Guidelines One-Time Usage Fee Schedule

These guidelines are to be used to help determine rental fees as each situation occurs. Many situations can be handled in the office. In cases that are unusual or questionable, the appropriate individual(s) or committee (s) will be contacted for input and/or approval. Each case will be determined on an individual basis.

(It is our general policy that we do not allow for-profit groups to rent the building for their activities)

Non-Member or Non-Active Member

Sanctuary Rental Weddings - \$250

Sanctuary Rental Funerals – No Charge
(We will accept a donation, but not required)

Pilgrim Room Rental – \$ 35

Fellowship Hall up to 25 people – \$ 50

Fellowship Hall up to 50 people – \$ 75

Fellowship Hall up to 75 people – \$ 125

Fellowship Hall over 75 people – \$ 200

Light Kitchen Use is included in Fellowship Hall Rental.

Full Kitchen Usage – \$ 50 - Up to 50 People
\$ 100 – Over 50 People
Usage of stove, dishwasher, dishes, etc.

Active Member- *(a person, parent or grandparent of the requestor on the current membership list)*

All usage fees are \$ 35

Other Wedding Fees- Member or Non-member

Pastor's Honorarium –	\$ 175
Organist –	\$ 125
Custodian –	\$ 75

A refundable \$100 cleaning, security, and damage deposit is required for all one-time rentals for both church members and non members. (We will reduce the deposit to \$50 for groups of under 25 people.)
(We do not collect the deposit from PEO at this time.)

We can offer the church at no charge or a reduced charge to groups such as Boy Scouts, Girl Scouts, etc. as a community outreach. We will determine each case individually.

I acknowledge that I have read the above.

Signature _____ Date _____

OFFICE USE ONLY:
 Code Issued: _____ Payment Total: _____ Payment Type: CASH: _____ CHECK #: _____
 Deposit Amount: _____ Deposit Type: CASH: _____ CHECK #: _____ Deposit Returned: YES NO
 Renter signature of returned deposit: _____ or Date Mailed: _____