

## Church Use Fees

Event Title/Description: \_\_\_\_\_

Day and Date: \_\_\_\_\_ Event Invoice No. \_\_\_\_\_

Room	Hourly Rate	Start Time Set-up and Prep	End Time Use of Space and Clean-up	Total Time Hours	Cost
<i>Enter time in 15 minute increments</i>					
Sanctuary/Narthex	\$100			-	-
Social Hall/Narthex	\$100			-	-
Kitchen *	\$100			-	-
Chapel/Narthex	\$75			-	-
Room 12/14	\$75			-	-
Fireplace Room	\$40			-	-
Mt Baker Room	\$40			-	-
Room 11	\$40			-	-
Library	\$25			-	-
Sanctuary Audio-Visual System	\$50			-	-
Sanctuary AV Tech	\$35			-	-

Reservation Fee	\$100.00
Damage Deposit	\$250.00
<b>Subtotal</b>	<b>\$350.00</b>
Deposit Refund - TBD	
<b>Final Cost</b>	<b>\$350.00</b>

- Rental time starts with set up and ends with clean up. Renters are responsible for clean up.
- Payment of all fees and deposits must be made 14 days in advance of the event.
- If a Green Room is needed, a separate space must be rented.  
(For off-stage private preparation. The library is often used for small groups.)
- Deposit is refundable if space is left in the same condition as found, which includes furniture placement, cleanliness, and white boards cleaned. Suggest taking photo of space to ensure correct furniture placement. Remove all personal materials brought in, decorations, food, flowers, etc.
- Tech support is required for use of the sanctuary AV sound system and is not guaranteed. Requests must be approved 14 days in advance. Pay for tech support person is payable by separate invoice.
- A portable sound system is available upon request.
- \* Kitchen is only available with the rental of another room for catering support or food staging. The event contact person must oversee kitchen activities and receive additional use training. This is not a licensed commercial kitchen for food preparation.
- Wedding and funeral usage fees supersede these Church Use Fees.