



PRESBYTERIAN CHURCH

Facility Usage Fees

To use the church facilities a Facility Use Form must be completed and turned into the office. This form requires that *the signer be responsible for damage to the church or failure to properly protect the facility.* Damages will be determined by the Church Administrator.

The following charges are made for the use of church facilities. Payment for the room(s) and the security deposit is to be made one week before the event. The security deposit charge will be returned if the room is left in appropriate condition with no damage done to the facility.

The use of any portion of the church assumes that the user will:

- 1) Return the furniture to the setup as shown on the floor plan chart for that room.
- 2) Trash is to be deposited in the trash can – any trash containing food or other materials subject to developing odors is to be placed in the outside trash receptacle on the parking lot behind the kitchen.
- 3) Failure to comply with these conditions or other damage to the facilities will result in surrender of the security deposit.

	Smaller Rooms	Jr. or Sr. Hi Room	Fellowship Hall (no kitchen)	Fellowship Hall (w/ kitchen)	Chapel	Middle Sanctuary	Sanctuary
Church Member	\$10 / hour (Min. = \$20)	\$20 / hour (Min. = \$40)	\$30 / hour (Min. = \$60)	\$45 / hour (Min. = \$80)	\$20 / hour (Min. = \$40)	\$30 / hour + Personnel Fees (Min. = \$60)	\$120 / hour + Personnel Fees (Min. = \$240)
Non-Church Member	\$15 / hour (Min. = \$30)	\$30 / hour (Min. = \$60)	\$45 / hour (Min. = \$90)	\$70 / hour (Min. = \$140)	\$30 / hour (Min. = \$60)	\$45 / hour + Personnel Fees (Min. = \$90)	\$180 / hour + Personnel Fees (Min. = \$360)
Security Deposit	\$25.00	\$30.00	\$45.00	\$60.00	\$30.00	\$45.00	\$180.00

There is a minimum charge of two hours on all room fees.

Personnel fees are charged for AV and / or lighting control personnel on an as needed basis.