

## Building Use Policy, Rules and Fees



\* Members and pledge-paying Friends (events open to all church members and friends): No charge for building use or ministerial services (donations accepted). Those in charge of event must assume responsibility for clean-up, otherwise a minimum fee of \$40 will be charged and clean-up time in excess of two hours will be charged at the rate of \$20 per hour in addition to the minimum fee of \$40.

\* Private use by members and pledge-paying friends: The charge for private use by members and pledge paying friends shall be one half of the standard building use fees. A minimum \$40 clean-up fee will be charged, but will be refunded if the building is restored to its original condition following the event. Clean-up time in excess of two hours will be charged at the rate of \$20 per hour in addition to the minimum fee of \$40.

### \* Standard Building Use Fees:

1. Weddings: \$150 for the first hour plus \$35 per hour thereafter. The ministerial charge will be \$300 plus \$50 if there is a rehearsal. \$25 per hour will be charged for preparation/decoration of the building in advance of the ceremony. A cleaning and damage deposit of \$200, will be paid in advance and returned if the building is restored to its original condition following the event. \$20 per hour is charged for any clean-up that is necessary and will be deducted from the deposit.

2. Funeral/Memorial Service: Same fees and conditions as weddings.

3. Reception/Party: \$150 for the first hour plus \$35 for each additional hour. A cleaning and damage deposit of \$250 will be assessed. A minimum clean-up fee of \$40 is required, but the remaining deposit of \$210 will be returned if clean-up takes two hours or less. Additional clean-up time in excess of two hours will be charged at the rate of \$20 per hour and will be deducted from the deposit. A fee of \$12 per hour for an Event Monitor is also required.

4. Meetings, Workshops, and Retreats: \$15.00 per hour plus a refundable cleaning and damage deposit of \$100. Meetings, workshops and retreats scheduled on an ongoing basis must provide proof of liability insurance. Any assessed clean-up fees will be charged at the rate of \$20 per hour and deducted from the deposit.

5. Reciprocal Meetings, Workshops, and Retreats: No charge, but proof of liability insurance must be provided.

(The Minister or Board of Trustees may waive or adjust fees if deemed appropriate.)

**Reservations and Deposits:** The building may be reserved 9 months in advance by paying a non-refundable deposit of 25% of the building use fee assessed. Reservations in advance of 9 months are subject to confirmation by the church 9 months prior to the event. All building use fees are due 30 days prior to use and are non-refundable.

**Building Use Rules:**

1. Children must be supervised at all times by a responsible adult of the renting party and are not to use playground without authorization from the Event Monitor.
2. Building use shall be between the hours of 8:30 am and 10:00 pm. The building has a 148 person maximum load capacity.
3. No smoking allowed in the building.
4. No hard liquor. Beer, wine and champagne only.
5. The piano is not to be moved and nothing placed on the piano.
6. Participants shall not enter the offices of the Office Manager or the Minister or use church phones, fax machine, copy machine or any other church equipment (other than kitchen appliances) or supplies without the expressed permission of the Caretaker or Event Monitor.
7. The Event Monitor will have the final decision of the use of the sound system and selected volume. Only low amplified music is allowed.
8. All clean-up fees will be paid by the church to the Church Caretaker or designated substitute/volunteer.

(Adopted 6-20-02)