

FEE GUIDELINES

The Building Policy is the guideline establishing all building use fees. All usage fees are to be paid through the Church Office. There is a cancellation fee of 15% that is not refundable. **Deposit of 50% is required 2 weeks before the event.**

FACILITY FEES ARE AS FOLLOWS:

Room	Member/ member sponsored	Non Member
Sanctuary	\$200/ up to 2 hrs	\$400/ up to 2 hrs
Phillips Hall	300/ up to 4 hrs	600/ up to 4 hrs
Gym	100/ up to 2 hrs	200/ up to 2 hrs
Kitchen	100/ up to 4 hrs	200/ up to 4 hrs
Parlor	50/ hr	100/ hr
Room 204	300/ up to 4 hrs	600/ up to 4 hrs
Room 205	50/ hr	100/ hr
Conference Room(s)	25/ hr	50/ hr

Equipment needs: \$50/ hr
 Sound System / Audio Visual
 TV/VCR
 Basket Ball Hoops and Ball, Volley Ball Net and Ball

CUSTODIAL FEES

The fee for Custodial Services, when required, is \$25.00 per hour for both members and non-members. If an additional full cleaning will be required after an event, a fee of \$115 will be added to the cost of the function.

WEDDING AND FUNERAL FEES (see separate list)

IMPORTANT NOTES:

An Application for Use of Church Facilities must be completed by all groups and submitted to the church office at least two weeks in advance of the activity. The Application for Use of Church Facilities provides for every area of the church. All facilities, set-ups and other service needs (i.e. food, sound, etc.) must be included on the form.

Non-member groups using the facility must provide a Certificate of Liability and Property Damage insurance coverage naming Trinitarian Congregational Church as an additional insured prior to the date of the event.