

FIRST PRESBYTERIAN CHURCH USAGE AND RENTAL POLICY

Date approved by Session:

USAGE POLICY:

1. CHURCH MEMBERS

- A. No charge for the use of the Church facilities for their families or for nonprofit groups to which they belong
- B. A donation to offset utilities costs is suggested
- C. Options for the custodial fee:
 - (1) church member(s) will set-up, clean and return rooms as they found them, or
 - (2) pay the custodial fee per room listed on the rental fee schedule
- D. Funerals - When there is a meal in the fellowship hall following the funeral, a \$50 custodial fee will be charged to the Funeral Home assisting with the service.
- E. Weddings—See separate Wedding Policy.

2. NONCHURCH MEMBERS

Charges for the facility are per the fees listed by room below.

3. NONPROFITS (Scouts, Al-Anon) COMMUNITY SERVICE AGENCIES

No charge, if they do their own set up and clean up and do not serve food/drink.

4. CHURCH SPONSORED EVENTS, such as the spaghetti supper, that require extra set-up and clean up. The \$50 custodial fee will be paid to the custodians by the Church.

RENTAL FEE SCHEDULE (applies to non-members)

| | | | | (Custodial Fee Included) |
|----------------------------------|-----------|---------------|--|--------------------------|
| USE OF KITCHEN: | Fee \$200 | Deposit \$200 | | (\$25) |
| USE OF GATHERING SPACE & KITCHEN | Fee \$150 | Deposit \$150 | | (\$25) |
| GARBAGE if over 200 served | Fee \$50 | | | |
| SANCTUARY | Fee \$100 | Deposit \$100 | | (\$50) |
| FELLOWSHIP HALL | Fee \$200 | Deposit \$200 | | (\$50) |
| CLASSROOMS | Fee \$50 | Deposit \$25 | | (\$15) |

The room fee, rental fees, and deposit are payable to the First Presbyterian Church at the time of rental. The church will pay the custodians. The deposit will be returned, if there is no damage.