

IMMANUEL CHURCH FACILITIES USAGE

as of 3/14/06

FEES FOR SANCTUARY, FELLOWSHIP HALL AND KITCHEN:

38236. All outside groups must be approved by the Governing Board or the Board's designee. The Board or its designee has the authority to reduce or dismiss any or all fees on a case-by-case basis.

38237. The use fee for the sanctuary by an outside group is \$250 for the first four hours or portion thereof and an additional \$50 for each hour over four hours. An additional \$50 will be charged if furniture must be moved. Removal and return of furniture is under the supervision of designated church personnel.

38238. The use fee for the church fellowship hall/kitchen by an outside group is \$250 for the first four hours or portion thereof and an additional \$50 for each hour over four hours. Cost for use of the fellowship hall only is \$200 for the first four hours or portion thereof and an additional \$50 for each hour over four hours. Fees include use of tables and chairs. Set-up and tear-down is under the supervision of designated church personnel.

38239. The use fee for the sanctuary and fellowship hall/kitchen by an outside group is \$400 for the first four hours or portion thereof and an additional \$50 for each hour over four hours.

38240. Outside groups shall pay a \$150 refundable security deposit for use of the facilities. The amount refunded depends upon the condition of the facility following the event and is left to the discretion of the facility supervisor.

38241. Fees and deposits are to be paid to the church office 30 days prior to the usage of the facilities. Fees and deposits are fully refundable if the event is cancelled.

NURSERY:

If used, the nursery should be left clean. All toys should be put away and the waste baskets/diaper pails should be emptied into the dumpster in the church parking lot. No fee for usage of the nursery.

MUSIC:

1848. If a church musician is used, the recommended honorarium is to be negotiated between the parties and is payable directly to the musician.

1849. For funerals, musicians may be designated and paid by the funeral home.

AUDIO/VIDEO EQUIPMENT:

1316.All persons using the sanctuary/fellowship hall that requires audio/video equipment must indicate this requirement on the request form. All A/V equipment must be run by designated church personnel. A recommended minimum fee for the A/V technician is \$25 per hour and is payable directly to the technician.

AVAILABLE FURNITURE/ACCESSORY PIECES:

- 1.Communion Table
- 2.Kneeling Pillow
- 3.Portable Platform Steps
- 4.Candelabra (two – each holds seven candles)
- 5.Music Stands
- 6.Guest Registry Stand
- 7.Podium

SUMMARY OF FEES FOR FACILITIES USAGE

<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>PAYABLE TO</u>	<u>DUE</u>
Security Deposit (refundable)	\$150*	Church Office	30 days prior
Sanctuary	\$250*	Church Office	30 days prior
Fellowship Hall/Kitchen	\$250*	Church Office	30 days prior
Fellowship Hall only	\$200*	Church Office	30 days prior
Sanctuary/Fellowship Hall/Kitchen	\$400*	Church Office	30 days prior

Cost applies to outside groups. Additional fees may apply as noted previously.

C: IAC Office/Forms/Immanuel Church Facilities Fees