



## Grace Presbyterian Church Facilities Rental Information Sheet

**KEEP THIS DOCUMENT FOR YOUR RECORDS**

### MEETING LOCATION FEES FOR NON-MEMBER GROUPS

Sanctuary.....	\$300.00 Flat Fee
Chapel .....	\$150.00 Flat Fee
Social Hall.....	\$ 35.00/hour (2 hour minimum) with use of Kitchen - \$ 50.00/hour (2 hour minimum)
The Parlor.....	\$ 35.00/hour (2 hour minimum)
Custodial Service Fee .....	\$ 50.00

PLEASE NOTE: The Custodial Service Fee is mandatory for all building usage.

#### Other Fees:

- A \$50.00 refundable security deposit is required. Security deposits will be returned within 1 week after the event if there is no damage to the facility.
- A non-refundable hourly fee for security of \$5.00/hr for all building usage. If your group goes over time the fee increases to \$7.50/hr.

Grace Presbyterian Church reserves the right to deny any application for usage.  
Grace Presbyterian Church maintains a facility wide NO SMOKING policy.  
Weapons of any type, especially firearms are prohibited on church property.  
Alcoholic beverages are not permitted on church property.

#### Recommended Personnel Minimums for Special Services

Pastoral Services for Weddings.....	\$300.00
Pastoral Services for Funerals.....	\$200.00
Organist (Weddings/Funerals).....	\$150.00

Other Services/rental items for fees include: Bulletin preparation, candelabra/candles, isle runner, pew bows, pew candles, wedding hostess.

**METHODS OF PAYMENT** (Please **DO NOT** enclose payment with initial application for use.  
Fee totals will be calculated for you and upon approval of your event you will be invoiced.)

**Building use, security deposit, and other service fees:** A check made payable to Grace Presbyterian Church should be issued for these services.

**Pastor, Organist, Wedding Hostess, and Security Personnel:** A separate payment must be distributed to each person working with the wedding. If payment is made by checks, these must be paid **NO LESS** than 2 weeks prior to event. If paying in **CASH** or **MONEY ORDER**: These payments must be made prior to service being performed (for weddings at the rehearsal).