

Facilities Scheduling and Fees Policy - Events and Meetings *(Revised February 17, 2008)*

Scheduling Policy

1. Any and all events/meetings are to be put on the on-line master calendar.
2. To arrange for meeting space, contact the office manager.
3. Upon request and with deposit, the office manager will make keys available.

Fees

Non Member Recitals

- Piano, altar, font and pulpit must be moved by authorized Hosanna persons, or professional movers.

1. Recitals with no receptions (nave and narthex only) = \$75 per 3 hr. event
 - Piano tuning – arranged by cantor = \$75
 - Organ tuning – arranged by organist = \$100
 - Custodial Fees = \$75
2. Recitals with receptions (nave, narthex and kitchen) = \$100 per 3 hr. event
 - Piano tuning – arranged by cantor \$75
 - Organ tuning – arranged by organist \$100
 - Custodial Fees = \$100

Private Events for Members (anniversaries, baptism meals, funeral receptions, etc.)

- No rental fee, but a donation to the church to help offset the heating and cooling costs would be accepted and appreciated.
- The organist fee of \$100 and is paid directly to the organist.
- Optional custodial fee of \$75 if the member chooses not to clean up.
- Room must be left in accordance with the posted diagram.
- A church member must be present during the time of the event.

Private Events for Non-Members (anniversaries, baptism meals, funeral receptions, etc.)

1. Kitchen and narthex = \$ 100 per 3 hr. event
 - non-refundable deposit = \$50
 - custodial fee = \$75

2. Kitchen, narthex and rooms 4, 5, and 6 in fellowship hall = \$ 125 per 3 hr. event
 - non-refundable deposit = \$50
 - custodial fee = \$ 100

3. Kitchen, narthex and the entire fellowship hall = \$ 150 per 3 hr. event
 - non-refundable deposit = \$75
 - custodial fee = \$ 150

Non-Profit Organizations Without Church Member Sponsorship

Fee = \$20 for up to a three hour meeting, to cover the costs of heating and air conditioning service; \$40 for meetings lasting from three to six hours. For longer meetings, contact the Building Utilization Committee for the fee.

1. Key for one "person in charge."
2. Key deposit is \$25 to be returned when key is returned. No one may cut extra keys.
3. Keys should be returned when the non-profit is finished using the church, or upon request.
4. Church should be advised when the "person in charge" changes. Transfer of keys is not allowed without notification of the church office.