

First Presbyterian Church
Facility Use Policy

Facility Use Fee Schedule	FPC Church Family	Community
Deposits - Payable upon approval – Refundable		
Building or Courtyard/Grounds use deposit in addition to rental fees	\$0.00	\$75.00
Key deposit if key is needed - due when key is picked up	\$25.00	\$50.00
Property Use Fees - Payable upon approval		
Sanctuary Use		
Recital/Lecture/Meeting	\$0.00	\$50.00
Wedding	\$0.00	\$250.00
Courtyard/Church grounds	\$0.00	\$100.00
Fellowship Hall/Gym (per day)	\$0.00	\$125.00
Kitchen (per day)	\$0.00	\$150.00
Parlor, Library, Classrooms, Narthex	\$0.00	\$0.00
Staff - payments should be made to the individuals		
Clergy Honorarium	\$150.00	\$150.00
Organist	\$100.00	\$ 100.00
Church representative (required for community groups over 50 people)	\$0.00	\$25.00/Hour
Video Technician for Livestream	\$100.00	\$100.00

Definition of full day (12 hours) unless otherwise indicated.

- 1) There will be a \$25 cancellation fee charged for any event cancelled with less than a 1-month notice.
- 2) There will be a \$200 cancellation fee charged for a wedding cancelled with less than a 1-month notice.
- 3) Rental fees will be required to be paid upon approval. Payments to the staff are due 2 week prior to event.
If fees are not paid in full 2 weeks prior, the event may be cancelled and the cancellation fee will be charged.
- 4) A rate of \$25 per hour will be used to calculate cost for any work that the church may need to do if there is damage or place is not cleaned properly.
- 5) Ongoing use and multiple day/date events will be considered separately and may require a lease agreement.