



NORTH PRESBYTERIAN CHURCH

Contract: Building & Facilities Use

Written by The Property Committee - 11/01 - 2 Pages

Objective: To define and document all of the charges and security deposits needed to guarantee reservations for the usage proposal. To secure authorized signatures from applicants that note compliance to the policies, signed usage application, and this description of charges for usage.

Note: There will not be any charge(s) for member weddings and funerals as they are services of worship except for custodial duties on off hours.

I. POLICY

1. The following Contract applies to all applicants (church members included).
2. The Property Committee reserves the right to make exceptions and/or modify all Usage Policies, Applications, Fee Schedules and Signed Contracts at their discretion.
3. Keys for North Church facilities may never, (under any circumstances) be given, loaned or passed along to usage applicants except at the discretion of the Property Committee and/or it's representatives for "Special Groups and Users."
4. Applicants must completely fill out and acknowledge acceptance via a dated signature North Presbyterian Churches;
 - a. Policy for Building & Facilities Usage,
 - b. Application For Building & Facilities Usage,
 - c. Contract For Building & Facilities Usage.

II. FEE SCHEDULE - to be used as a recommended guide.

1.	Sanctuary	\$250.00	_____
2.	Chapel	\$150.00	_____
3.	Westminster Hall	\$200.00	_____
4.	Dickinson Room	\$100.00	_____
5.	Kitchen		
	a. Light use	\$ 50.00	_____
	b. Medium use	\$100.00	_____
	c. Full use	\$200.00	_____
	e. China and silver use	\$50.00 min.	_____
	d. Custodial supervision (kitchen use)	\$25.00 min.	_____
6.	Custodial requirements		
	a. \$50.00 min + time & one-half		_____
7.	Other rooms \$30.00 per		_____
8.	Audio /visual	?	_____
9.	Piano / organ	?	_____
	(see CONTRACT/USAGE POLICY)		_____
10.	Security Deposit (25% of the total usage fee)		_____
11.	Other charges		_____
	TOTAL CHARGES		
		+	_____



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III. ACCEPTANCE OF TERMS

The undersigned will also pay in full for any and all damages to the facility and/or building incurred. This agreement will be scheduled and facilities reserved only after payment in full plus the security deposit is made a minimum of 7 days in advance of the scheduled activity.

DATED SIGNATURE OF APPLICANT

DATED SIGNATURE OF PROPERTY COMMITTEE REPRESENTATIVE