

FACILITY FEES

A deposit of 150.00 (\$50 to hold date; \$100 damage fee), is required upon submission of Facility Use Agreement Form. All fees must be paid two (2) weeks before the event.

The Deposit Fee of \$150.00 includes both a Hold Your Date assessment of \$50.00 (non-refundable) and a Damages/Cleaning Fee of \$100.00. The entire deposit fee of \$150.00 is due at the time the Facilities Use Agreement is completed and secures the desired/agreed upon date for the Renter. The Deposit Fee (\$150) will be deducted from the balance due from rental fees assessed for facility usage.

The following fees were approved by the Session and are made effective immediately. Please note that, for the purposes of this document, a member is defined as someone currently listed on the active role and/or verified by Clerk of Session of First United Presbyterian Church, USA.

Rental Fees

Cashier checks, cash, money orders, and online payments ONLY are acceptable payment methods, and checks must be made payable to First United Presbyterian Church. *No personal checks will be accepted.*

	MEMBERS	NON-MEMBERS	NON-PROFIT
Sanctuary – 1-4 Hours Weddings (Includes one 2 hour rehearsal)	No Charge	\$300 <i>\$75 each additional hour</i>	N/A
Sanctuary – 1-4 Hours Funerals** Ministry Events	No Charge	\$200 <i>\$75 each additional hour</i>	N/A
Sanctuary – 1-4 Hours <i>Approved Other Event</i>	No Charge	\$500 <i>\$75 each additional hour</i>	\$250 <i>\$50 each additional hour</i>
Education Building 1-4 Hours (Non Church Related Activity)	No Charge	\$200 <i>\$50 each additional hour</i>	\$100 <i>\$25 each additional hour</i>
Education Building – Classrooms 1-4 Hours	No Charge	\$50 <i>\$20 each additional hour</i>	\$25 <i>\$10 each additional hour</i>
Kitchen	No Charge	\$75	\$35
Audio Technician	No Charge	\$50 per hour	\$25 per hour
Custodian*	Private: \$100 Ministry/Public: \$0 Non-Profit: \$50	\$100.00	\$50
Minister	No Charge	<i>Agreed Upon Rate</i>	

* Private – only open to those invited: Ministry/Public – event involves all (free); Non-Profit-members only

** Non-members can have access to Education Building with the rental of Sanctuary for a funeral

CONTACT INFORMATION

Church Office Phone Number---704-376-8014 Church Email--secretary@fupcc.org
Church Fax Number--704-376-8329

ADDITIONAL CHARGES

Additional Charges (Security for non FUPC ministry events)

COST	NUMBER OF PEOPLE	NUMBER OF SECURITY NEEDED
\$50 per hour/per security personnel	50- 99 persons	1
\$50 per hour/per security personnel	100 – 250 persons	2

Security presence for outside events with guests less than 50 anticipated will be handled upon request at a rate of \$25 per Security Personnel.

Security leadership reserves the right to bring in outside assistance, i.e. law enforcement and or extra security after evaluation by the Security Leadership detailing any event. The event sponsor shall be responsible for payment for the Officers and/or Security as part of the contractual process.

Violation of the policies contained herein, could result in denial of an organization’s/ individual’s future request(s) for facilities use!

Cancellation/Refund Policy

The availability of refunds is dependent upon when the Renter’s written request for Event cancellation is received/stamped in the Church office. Should the written cancellation request be received:

- 90 days prior to Approved Event Date Full Refund of monies paid*
- 60 days prior to Approved Event Date 50% of Refund of monies paid*
- 30 days prior to Approved Event Date 25% of Refund of monies paid*

Written cancellation requests received 1-14 days prior to the scheduled Event will **ONLY** be refunded the Damages Fee.

****\$50 date hold fee will not be refunded.***