



**Fee Schedule – Rooms:**

| Check left column                              | Member/Fellowshipper |         | Non-Fellowshipper |         |
|--|----------------------|---------|-------------------|---------|
|  | Fee                  | Deposit | Fee               | Deposit |
| <input type="checkbox"/> Auditorium/Sanctuary  | \$0                  | \$0     | \$200             | \$100   |
| <input type="checkbox"/> Gym-SL                | \$0                  | \$0     | \$200*            | \$100*  |
| <input type="checkbox"/> Kitchen-SL            | \$0                  | \$0     | \$75              | \$35    |
| <input type="checkbox"/> Kitchen-LL            | \$0                  | \$0     | \$30              | \$15    |
| <input type="checkbox"/> N. Fellowship Hall-LL | \$0                  | \$0     | \$30              | \$15    |
| <input type="checkbox"/> S. Fellowship Hall-LL | \$0                  | \$0     | \$30              | \$15    |
| <input type="checkbox"/> Fireside Room-LL      | \$0                  | \$0     | \$30              | \$15    |
| <input type="checkbox"/> Other Meeting Rooms   | \$0                  | \$0     | \$30              | \$15    |

\* For youth activities in gym, the fee is \$2.00 per person per half-day.

Rooms/Equipment:

Deposits are due 30 days in advance, payable to Evangelical Free Church.

- Exception: waived for funerals.
- Exception: wedding deposits are due 4 months in advance and are non-refundable if event is cancelled within 60 days of ceremony date.

Additional charges:

- Users are responsible for damage incurred during time of use. Church will notify the signer if this applies. Payment due within 15 days after invoicing.

**Fee Schedule – Personnel:**

| Check left column                                  | Member/Fellowshipper |         | Non-Fellowshipper |         |
|--|----------------------|---------|-------------------|---------|
|  | Fee                  | Deposit | Fee               | Deposit |
| <input type="checkbox"/> Sound Tech (\$15/hr)      | \$45**               | \$0     | \$45**            | \$0     |
| <input type="checkbox"/> Lighting Tech (\$15/hr)   | \$45**               | \$0     | \$45**            | \$0     |
| <input type="checkbox"/> Multimedia Tech (\$15/hr) | \$45**               | \$0     | \$45**            | \$0     |
| <input type="checkbox"/> Custodian (\$15/hr)       | \$45**               | \$0     | \$45**            | \$0     |

\*\* 3-hour/day minimum. Final charge based on 3-hour/day minimum plus \$15/hour for each additional hour.

Personnel:

- Church will invoice the Main Contact after event. Check should be made payable to the individual and mailed c/o Evangelical Free Church. Due within 15 days after invoicing.

**CHURCH OFFICE USE**

Deposit: \$\_\_\_\_\_ Check (#\_\_\_\_\_) or Cash Received By: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Balance: \$\_\_\_\_\_ Check (#\_\_\_\_\_) or Cash Received By: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Damages:

Description: \_\_\_\_\_

Charges (itemize): \$\_\_\_\_\_

Check (#\_\_\_\_\_) or cash Amt. Received \$\_\_\_\_\_ Received By: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Distribution:**      Scheduler (original)    Main Contact    Administrator    Custodian

Sound Tech    Lighting Tech    Multimedia Tech    Other \_\_\_\_\_