

**Cottage Grove United Church of Christ
Fees for Private Events**

Facility Charges	Members & Regular Attendees	Non-members
Sanctuary	No charge (up to 100 guests) \$50 (over 100 guests)	\$25 (up to 100 guests) \$50 (over 100 guests)
Gathering Room	No charge (up to 100 guests) \$50 (over 100 guests)	\$25 (up to 100 guests) \$50 (over 100 guests)
Fellowship Hall	No charge (up to 100 guests) \$50 (over 100 guests)	\$25 (up to 100 guests) \$50 (over 100 guests)
Upstairs Fellowship Lounge	No charge	\$25
Professional Services		
Events Coordinator (EC)	To be Determined by EC	\$35
*Custodian (use of only fellowship hall)	\$35 (no food/meal served) \$85 (food/meal served)	\$50 (no food/meal served) \$85 (food/meal served)
Custodian (use of other spaces in addition to or instead of fellowship hall)	No Charge	\$25
Sound Technician	\$25	\$25

1. To qualify for Member/Regular Attendee rates, client must be a giving unit for the past 12 months.
2. All fees are payable to the church office one week prior to the event.
3. *If the party reserving the hall chooses to clean it after the event, the fee must be paid by check prior to the event, and will be considered a deposit. If, after the event, the hall does not require cleaning, the deposit check will be returned.

January 2012

SPECIAL EVENTS
at Cottage Grove
United Church of Christ



*Cottage Grove United Church of Christ
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This pamphlet is prepared to assist you in planning your event at CGUCC. It outlines the expectations of Cottage Grove United Church of Christ concerning your use of the building. Please read this information carefully, and ask any questions you may have.

I. Building Reservations

When you have decided upon the date you would like your event, please call the church office at (651) 459-1501 to check the date. Either the pastor or administrative assistant will be able to tell you if that date and time is available at the church. They will put the Special Events Coordinator in contact with you.

II. Planning the Event

Church Staff

The events coordinator and custodian will be involved in your event here at CGUCC. We have other staff who are also available if additional services are requested. Fees for the staff will be made available upon request.

Church Policies

1. Reduced fees for the use of the building are accorded to church members and regular attendees who have financially supported the church **within the past 12 months**.
2. No alcoholic beverages or drugs are permitted on the church premises at any time, except for wine used during the Sacrament of Holy Communion.
3. The sanctuary, the gathering room with coffee bar, the upstairs fellowship lounge with kitchenette, and the large fellowship hall and kitchen downstairs are areas available for special events. Please plan carefully with the events coordinator for the specific spaces you will need for your event.
4. Many tables and chairs are available for your use. You will need to set them up and take them down again after the event.
5. All event fees are due one week prior to the event. An additional bill will be sent after the event if extra custodial services were required, or if there was damage to property or contents.

6. No pets are allowed in the church. Licensed service animals are excluded from this policy, and are permitted.

Church Capacity

The sanctuary of Cottage Grove United Church of Christ will comfortably seat 220 people. The basement Fellowship Hall will comfortably seat 150 people at tables with chairs. Please keep those numbers in mind while planning your guest list.

Decorating

You may decorate as you wish for your event. Please work with the events coordinator so she can help you with your plans, as no nails, tacks, or tape may be used to hang decorations on the walls, windows or pews.

III. The Day of the Event

Please arrange with the events coordinator to have someone open the building for your event. If you wish to decorate, a special appointment can be made for you to come in and decorate before the event.

IV. Serving Food

Please provide all food, refreshments, disposable items (plates, cups, napkins, flatware, etc) for your use, and decorating products. Please do not use any church supplies such as coffee, sugar, creamer, paper products, paper or plastic table cloths, etc.

It is our pleasure to share our building with you for your special event. We thank you for leaving the facilities and all furnishings in the same condition you found them.