

# Fee Schedule for Special Events

FA-04

**Title:** Fee Schedule for Special Events

**Date:** 09/01/2009

**History:**

## 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
<b>Professional Services</b>		
Coordinator	TBD by Coordinator	\$35
**Custodian to clean 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

- 1) To qualify for Member/Regular Attendee rates, client must be a giving unit for the last 12 months.
- 2) All fees are payable to the church office one week prior to the event.
- 3) \*All requests to reserve the upstairs Fellowship Room must be approved by the church council.
- 4) \*\*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. Non-members requesting this option must be approved by the church council.
- 5) Parties renting the facilities will provide all food, refreshments, disposable serving products, and decorating products. They will not use the church supplies such as coffee, sugar, creamer, paper products, paper or plastic table cloths, etc.

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### Contract for Using Facilities at Cottage Grove United Church of Christ

I, \_\_\_\_\_, agree to the fee schedule as above.

Signature \_\_\_\_\_

Date \_\_\_\_\_