FIRST PARISH CHURCH FACILITIES FEES

(FOR MEMBERS & NON-PROFIT)

As of 10/14/14

<u>USAGE PERIOD</u>: Generally a usage period will be a **four-hour block of time**: One morning, one afternoon, or one evening, or less. This is a flexible rule to allow for the wide variety of usage patterns. However, usages which tie up the space for significantly more than four consecutive hours will be considered as two usage periods. A full day and evening constitutes three usage periods. <u>All fees (unless otherwise noted) are due 30 days prior to your event.</u>

Rental and/or use of the facilities of First Parish Church is contingent upon a signed acknowledgement that First Parish is a Church committed to the principle that every person has inherent worth and dignity. Therefore nothing that discriminates or excludes anyone on the basis of race, class, religious conviction, sexual orientation, gender, or national origin will be allowed.

<u>PROHIBITED USES</u>: STYROFOAM PRODUCTS, THUMB TACKS, DUCT TAPE, SCOTCH TAPE IN ALL AREAS. CONFETTI AND BALLOONS ARE NOT PERMITTED IN THE SANCTUARY.

HARVEY ASSEMBLY HALL \$100.00

Hall Capacity: 300

18 - Long Table, 6' long x 29" wide 150 Chairs (approx. 14 card tables)

Seating Capacity: 108 @ 6 per table 144 @ 8 per table

Hall Dimensions: 36' x 50' x 14' high 1800 sq. ft. - (25,200 cubic feet)

STAGE RENTAL: \$50.00

SANCTUARY USE (Concerts, Lectures) \$250.00

Center Aisle Length 60 feet

Seating Capacity: Sanctuary Pews: 550 Choir Loft: 50

STAGE RENTAL: \$50.00

SANCTUARY SPOT LIGHTS \$15.00 per hour of use

(A FPC member must operate the Sanctuary spot lights)

AUDIO SYSTEM (IN SANCTUARY) \$25.00 VCR/DVD

KITCHEN USE:

Light Use \$25 (brewing and serving coffee user provides

coffee)

Heavy Use \$50-100 (preparation of meals, any usage

requiring use of stove, oven or dishwasher)

**PLEASE NOTE: ALL TRASH NEEDS TO BE TAKEN OFF OF CHURCH PREMISES BY THE RENTER. IF TRASH IS LEFT IN BAGS ON PREMISE OVERNIGHT IT ATTRACTS ANIMALS.

RUBY GRAVES PARLOR \$50 (seats 35 maximum)

CHAPEL \$50 (seats 60 maximum)

CLASSROOMS \$25 per classroom

SEXTON'S FEE (when required for any of the above building uses) \$20.00/HR

AUDIO VISUAL EQUIPMENT: Projector: refundable deposit of \$100.00

(Please ensure you have a qualified user for this equipment. The church cannot be responsible if the projector does not work due to an inability to operate the projector. If the projector is determined, by Church personnel following your venue, to indeed be defective, then the tenant shall not be refunded their monies).

VCR/DVD: \$25.00

WEDDINGS & MEMORIAL SERVICES

CHURCH Weddings and Memorial Services

Contribution to "FIRST PARISH CHURCH" and please note in the memo section of your check "Memorial/Wedding Service Building Use Donation -- Member" *In order to hold date on the calendar, this*

check is due up front.

MINISTER Weddings and Memorial Services

Donation to "MINISTER'S DISCRETIONARY FUND"

In order to hold date on the calendar, this check is due up front

ORGANIST \$250.00 Check made payable to "MR. EDWIN SWANBORN"

Fees due 2 weeks prior to event

(\$75 additional, if presence and/or music is required for rehearsals)

Note: If someone other than FPC organist plays our organ there

will be an Organ Use Fee of \$100

SEXTON \$100 Check made out to "MR. JOHN RUSSO"

Fees due 2 weeks prior to event

Fee (required for set up/clean up): an additional \$25.00 per hour. One hour after service/venue is over is generally necessary for clean-up, so please include one additional hour to your total fee.

<u>COLLATIONS FOR MEMORIAL SERVICES</u>: Donation to the Alliance Group. Checks made payable to "FIRST PARISH CHURCH ALLIANCE GROUP" *Fees due 2 weeks prior to event.*

USE OF CANDELABRA Rental \$200 Sexton Set up / Removal fee \$50.

(First Parish Church will provide ALL candles) Fees due 2 weeks prior to event

Candle sizes: Floor candelabra 10" or 12" (10 count)

Table candelabra 8", 10" or 12" (6 count)
Pew candelabra 8", 10" or 12" (5/holder 16 holders)

FRONT LAWN USAGE Rental: \$100 (based on a 4 hour block of time)

The First Parish Church front lawn may be utilized for outdoor events with the compliance of the following regulations:

No cutting of branches No nailing of signs to trees

No parking on the front lawn

A detail police officer hired for traffic control

Pickup and removal of all debris at end of day Any tent holes created in ground, filled accordingly