



First Christian Church of Corvallis
 (Disciples of Christ)
 602 SW Madison Avenue
 Corvallis, OR 97333
 541.753.2671

FIRST CHRISTIAN CHURCH OF CORVALLIS ROOM USE FEES

(September 2009)

POLICY

Our congregation seeks out, develops, and supports ministries to meet the human needs for physical and spiritual wholeness. We want to make our facilities available to not-for-profit groups and individuals who are seeking to meet those needs. Feel free to talk to our staff about room availability and your particular circumstances. We are here to serve.

NON-REFUNDABLE DEPOSITS

Deposits are to be paid on the date the event is placed on the church calendar. They will be applied to the room fee for the event. Deposits may be amended or waived in some circumstances.

Meeting room	\$25.00
Multiple meeting rooms	\$50.00
Sanctuary	\$150.00 (minimum)
McLean Hall	\$100.00
Kitchen	\$150.00 (full service) \$75.00 non-cooking (coffee maker, dishwasher, serving)

ROOM USE FEES

The fee will be paid to the church at least two (2) days before the event takes place. Fees may be amended or waived in some circumstances.

Meeting Rooms	\$25.00 for two (2) hours	\$5.00 for each additional hour
McLean Hall	\$100.00 for two (2) hours	\$25.00 for each additional hour
Kitchen	\$150.00 per hour / \$175.00 for two (2) hours / \$75.00 each additional hour	
Nursery (and attendant) <small>(one volunteer must be provided by renters)</small>	\$25.00 for first hour	\$10 for each additional hour
Child care room (and attendant) <small>(one volunteer must be provided by renters)</small>	\$25.00 for first hour	\$10.00 for each additional hour
Sanctuary	fee negotiable	

ROOM USE POLICIES

The church facilities are available to members and non-members to hold events.

Events should be scheduled through the church secretary no less than one (1) month in advance.

Scheduling is not complete until an application has been submitted for approval and fees have been paid.

NO smoking, alcoholic beverages, or other drugs will be permitted in the building at any time.

Unattended children are not allowed in the building at any time.

The only rooms to be used are those specifically assigned to the event.

Please report any room problems (burned out lights, broken furniture, etc.) to the church office. You may be asked to reimburse the church for unreported damage.

Rooms should be left as you found them. Furniture and supplies are not to be moved from one room to another. Supplies and materials in cupboards are not for public use.

Room doors should be kept closed to conserve heat.

[over]

I have read and understand the policies above and by my signature agree to be responsible for my group's compliance and restitution for any damage incurred as a result of our mis-use of the facilities.

Signature of applicant

Date

Signature of church secretary

Date

APPLICATION FOR ROOM USE

Date of application:

Date(s) of request for use:

Name of organization/person making request:

Name of contact person:

Telephone #:

e-mail address:

What persons are familiar with you or your organization?

Organization is:

Non-profit

For profit

Organization charges participants a fee?

Yes

No

State, briefly, the primary goal of the group:

How will the room(s) be used?

How many people will be in the room?

Name or number of the room to be used?

Time of day:

Day(s) of the week:

Fee:

PLEASE NOTE: Since this application needs to be approved, an advance period of two (2) weeks notification is requested.

Application is: Approved Denied

Signature of FCC representative: _____