

Facilities Scheduling and Fees Policy - Recitals and Private Events *(Revised July 28, 2013)*

Scheduling Policy

1. Any and all events/meetings are to be put on the on-line master calendar.
2. To arrange for meeting space meeting the definitions below, contact the Office Manager.
3. Upon request and with a \$25 deposit, the Office Manager will make a key available to the "person in charge."
4. The deposit will be refunded when the key is returned.

Fees

Non Member Recitals

- Piano, altar, font and pulpit must be moved by authorized Hosanna persons, or professional movers.

1. Recitals with no receptions (nave and narthex only) = \$75 per 3 hr. event
 - Piano tuning -- arranged by cantor = \$75
 - Organ tuning -- arranged by organist = \$100
 - Custodial Fees = \$75
2. Recitals with receptions (nave, narthex and kitchen) = \$100 per 3 hr. event
 - Piano tuning -- arranged by cantor \$75
 - Organ tuning -- arranged by organist \$100
 - Custodial Fees = \$100

Private Events for Members (anniversaries, baptism meals, funeral receptions, etc.)

- No rental fee, but a donation to the church to help offset the heating and cooling costs would be accepted and appreciated.
- The organist fee of \$100 and is paid directly to the organist.
- Optional custodial fee of \$75 if the member chooses not to clean up.
- Room must be left in accordance with the posted diagram.
- A church member must be present during the time of the event.

Private Events for Non-Members (anniversaries, baptism meals, funeral receptions, etc.)

1. Kitchen and narthex = \$ 100 per 3 hr. event
 - non-refundable deposit = \$50
 - custodial fee = \$75

2. Kitchen, narthex and rooms 4, 5, and 6 in fellowship hall = \$ 125 per 3 hr. event
 - non-refundable deposit = \$50
 - custodial fee = \$ 100

3. Kitchen, narthex and the entire fellowship hall = \$ 150 per 3 hr. event
 - non-refundable deposit = \$75
 - custodial fee = \$ 150