FEE STRUCTURE

- A $200 Security Deposit will be required for anyone requesting use of any space within the church facility.

- Your Security Deposit is due to the church after your event has been approved and will secure your date on our church calendar.

- This deposit may be applied to the building use fee if the terms & conditions are met.

- $20 per hour for the use of each small space approved.

- $50 per hour for the use of each large space approved.

- $50 cleaning fee (non-refundable) for the approved use of small spaces.

- $100 cleaning fee (non-refundable) for the approved use of large spaces.

- $25 per hour fee for an audio visual technician to be present during an event (2 hour minimum).

- If your event covers multiple days, these fees will constitute the amount owed per day.

- Your fee will be determined within 10 days following your event.

CONTACT INFORMATION

PHONE
(309) 452-4459

EMAIL THE CHURCH OFFICE
alunt@firstpresnormal.org

CHURCH ADDRESS
2000 E. COLLEGE AVE
NORMAL, IL 61761

CHURCH WEBSITE
firstpresnormal.org
**GENERAL TERMS & CONDITIONS**

- Meeting areas may be available when they are not needed for routine church activities.
- The group using the church has purposes not in conflict with those of this church.
- The group has completed the Building Use Application and has received written approval to use the facility.
- We ask that you respect all aspects of the church property.
- Requests for building use must be reviewed and approved by church staff.
- **NO smoking & NO alcohol are permitted in the church building or on church grounds.**
- No outside party may reserve space more than 3 months in advance except for weddings – initial arrangements to be made with the Pastor.
- CANCELLATION: Please be aware that unforeseen church events such as funerals may arise, and must receive priority over previously scheduled events.
- If your event is canceled, all money will be refunded.

**BEFORE, DURING, AND AFTER YOUR EVENT**

- The church assumes no responsibility for setting up a meeting area, however, set-up may be arranged with the church custodian as time permits.
- **Only those areas reserved by the group are to be occupied/used.**
- Nothing is to be posted on walls or bulletin boards without permission.
- There must always be an adult leader present before children arrive for the event and be present throughout the entire time children are present.
- No running in the church, playing in the restrooms, or sitting on countertops or tables.
- If food is served at your event, note that the lower level of the church is a “Peanut Free Zone”, no exceptions.
- Office machines are not available.
- The dishwasher is for church use only.
- Please check to assure water faucets are off and toilets are not running.
- Clean-up and trash removal is the responsibility of the user group.
- All trash should be placed in the appropriate receptacles and taken to the dumpster located next to our garage.
- Doors securely closed upon leaving.
- All lights must be turned off.
- The user group is responsible for any damage done to the church facility during their event.

**THE USE OF OUR CHURCH KITCHEN**

- The kitchen must be cleaned after usage. Stove and countertops must be cleaned; garbage removed; dishes washed and put away, and floors swept.
- No storage space is available due to room constraints.
- No food may be stored in the refrigerator.
- Dishwasher is for First Presbyterian Church use only.
- Dishcloths & towels must be furnished by user group.
- Any breakage must be reimbursed.

**AUDIO VISUAL REQUIREMENTS**

- Special permission must be given for the use of the sound system and/ or musical instruments.
- We provide our own tech specialists to run our A/V equipment at an additional charge of $25 per hour with a 2-hour-minimum.