

6/5/2017

Forms, Facility Use Fees, and Deposits

Forms & Payments

- 1) We ask all non-members to fill out the attached long form.
- 2) We ask all church members to fill out the short form for personal or ministry on-campus events, unless the event is complex enough to make the long form necessary.
- 3) The fee structure for non-church-sponsored/private events is below, but we will not confirm a facility use fee or deposit amount until the appropriate form has been filled out and our availability has been confirmed.
- 4) For church members, we require full payment on or before the day of the event.
- 5) For non-members, we require full payment with one check plus a deposit (see below) on a second check to be turned in to the church office no later than seven days before the day of the event. The deposit will be kept if our Facilities Assistant has to perform excessive clean-up duties, which will be documented. Otherwise the check will be mailed back to the event coordinator.

Facility Use Fees (Members of SHBC)

For an event up to 5 hours in length (coordinator arrival through end of clean-up):

Choir Room (100) or Small Classroom - \$25

Gymnasium/Worship Center or The Loft - \$50

For an event 5-10 hours in length (coordinator arrival through end of clean-up):

Choir Room (100) or Small Classroom - \$50

Gymnasium/Worship Center or The Loft - \$100

Facility Use Fees (Non-Members)

For an event up to 5 hours in length (coordinator arrival through end of clean-up):

Choir Room (100) or Small Classroom - \$100

Gymnasium/Worship Center or The Loft - \$200

For an event 5-10 hours in length (coordinator arrival through end of clean-up):

Choir Room (100) or Small Classroom - \$200

Gymnasium/Worship Center or The Loft - \$400

Deposits/Additional Fees

*Deposit for Choir Room (100) - \$25

*Deposit for Gymnasium/Worship Center or The Loft - \$50

**There is a \$50 fee for use of the main kitchen.

**If an AVL technician is required, there may be either a setup fee or a per hour fee

***Pastor may waive or adjust fees