

## Building Use Fees at TCC

### FEE GUIDELINES

The Building Policy is the guideline establishing all building use fees. All usage fees are to be paid through the Church Office. A Security Deposit of 100% of the usage fee is required by all non-members and member-sponsored events and must be paid no less than two weeks before the date of the usage. There is a cancellation fee of 15% that is not refundable.

### FACILITY FEES ARE AS FOLLOWS:

<b>Room</b>	<b>Member/ member sponsored</b>	<b>Non Member</b>
Sanctuary	\$100/ up to 2 hrs	\$200/ up to 2 hrs
Phillips Hall	200/ up to 4 hrs	400/ up to 4 hrs
Gym	75/ up to 2 hrs	150/ up to 2 hrs
Kitchen	75/ up to 4 hrs	150/ up to 4 hrs
Parlor	50/ hr	100/ hr
Room 204	200/ up to 4 hrs	400/ up to 4 hrs
Room 205	50/ hr	100/ hr
Conference Room(s)	25/ hr	50/ hr

Equipment needs: \$50/ hr  
Sound System / Audio Visual  
TV/VCR  
Basket Ball Hoops and Ball, Volley Ball Net  
and Ball

### CUSTODIAL FEES

The fee for Custodial Services, when required, is \$25.00 per hour for both members and non-members.

WEDDING AND FUNERAL FEES (see separate list)

### IMPORTANT NOTES:

An Application for Use of Church Facilities must be completed by all groups and submitted to the church office at least two weeks in advance of the activity. The Application for Use of Church Facilities provides for every area of the church. All facilities, set-ups and other service needs (i.e. food, sound, etc.) must be included on the form.

Non-member groups using the facility must provide a Certificate of Liability and Property Damage insurance coverage naming Trinitarian Congregational Church as an additional insured prior to the date of the event.