

This page provides a brief summary of policies for the use of Church facilities by others and base fees for the rooms most commonly used. The complete policy document and fee schedule are available from the Church office.

Church facilities are available for use by non-profit organizations or performing artists for any purpose that does not conflict with the mission of the Church, including memorial services for members and non-members. Each activity must be scheduled in advance and entered in the Church calendar to avoid conflicts with other activities. An individual must be identified as the sponsor of each activity, who serves as point of contact with Church office staff, guarantor of any required payments, and guarantor that activity participants will conform to the standards of conduct and care.

Fees will be charged to recover all direct costs incurred by the Church and a fair share of indirect costs. Fair-share fees contribute to the indirect costs of maintaining the facilities, including utilities, routine and major maintenance, and mortgage payments. The fee provides for room setup for a single event, as much as 4 hours of use, and normal cleanup. Additional hours of use are charged at 10 percent of the base rate. Fees for groups that meet once each month are discounted 25 percent. Fees for 12-step program recovery groups that meet weekly are one single event fee for each month. The Board of Trustees may approve exceptions to any requirement or fee, for good cause.

Building/Room	Seat Capacity	Air Cond?	Security Deposit	Fair Share
Sanctuary building (Worship Center)				
Sanctuary including Narthex (lobby)	400	Yes	\$200	\$600
MacMurdo Hall (Fellowship Hall)	300	No	\$200	
Up to 100 participants				\$200
More than 100 participants				\$375
Administration Building				
Wesley Hall (Social Hall)	125	Yes	\$100	\$225
Education Building				
Classroom (E21 – E25)	25 (15)	Yes	\$100	\$60
Fireside Room (E26)	99	Yes	\$100	\$150
Library (E5)	25	Yes	\$100	\$115