

## Summary of fees and Application

<i>Circle the items you need:</i>	<u>Fees and Honorariums</u>	
	Members	Non-Members
*Use of Sanctuary/Custodian	\$ 150.00	\$ 200.00
*Use of Hall/Kitchen/Custodian	150.00	200.00
<b>Funerals: (Deceased must be the member)</b>		
Food (See Pastor)		
*Use of Sanctuary	NC	150.00
*Custodian	50.00	50.00
*Use of Hall/Kitchen	NC	200.00
*Custodian	50.00	50.00
*Organist	125.00	150.00
*Clergy Honorarium	100.00	200.00
*Minimum Suggested Fee		
*Payment of these fees must be paid prior to service.		

Date of use: \_\_\_\_\_ Hours: \_\_\_\_\_

Type of Occasion: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Member \_\_\_\_\_ Non-Member \_\_\_\_\_

Total Amount Received

\$ \_\_\_\_\_ cash \_\_\_\_\_ check \_\_\_\_\_ (attach copy of check)

Number of guests anticipated \_\_\_\_\_

Number of tables \_\_\_\_\_

Revised November 2016

cc Custodian cc: Treasurer  
cc: Board of Trustee

## Policy Book For the Use of the Church



### Point Place United Church of Christ

4920 – 297th Street

Toledo, Ohio 43611

419.726.7390

Email: [office@pointplaceucc.com](mailto:office@pointplaceucc.com)

## **STATEMENT OF POLICY REGARDING THE USE OF CHURCH FACILITIES**

We are glad you are considering using the church facilities and hope they will meet your needs. If there are any questions, the Pastor or Chairman of the Board of Trustees will help you.

### **Weddings See wedding policy booklet**

## **RESERVING THE CHURCH FACILITIES**

### **ACTIVITIES BY GROUPS AND INDIVIDUALS**

1. Any request for the use of Paterson Hall should be booked through the Pastor, church office.
2. Any church organization or member of the church requesting permission for the use of the church facilities on behalf of any outside organization shall make the request known to the Chairperson of the Bd. of Trustees and be approved by the Bd. of Trustees. Consideration of the request shall be handled on an ad hoc basis.
3. No church property shall be removed from the church premises unless authority is given by the Chairperson of the Board of Trustees or the Pastor.
4. Due to the high cost of replacing these items if they are damaged, none of the church's specialized equipment including, but not limited to, the computers, printers, typewriters, scanner, copy machine, televisions and VCR equipment, organ, keyboard, or pianos shall be removed from the church premises for any reason.
5. When church property is returned, the borrower must contact the Chairman of the Board of Trustees or the Pastor and let them know the property has been returned.
6. All groups which cause undue disturbance in the church or to the neighborhood will be disallowed.
7. Any group or organization using the church premises and/or property shall return church property to its proper location and leave the premises in a clean & orderly manner.

8. Reporting of any damage to or loss of property shall be made to the Board of Trustees.
9. Cost of repair or replacement will be assumed by the organization or group responsible.
10. No alcoholic beverages are to be served or consumed anywhere on church property
11. No tape is allowed on walls and doors of the hall or any other wood surfaces.
12. All activities in Paterson Hall will cease at 11:00 p.m. Maximum Capacity is 200.
13. The custodian should be notified at least 24 hours in advance of an activity. The custodian is to be present to open and close the church. For this and additional cleaning duties, the custodian is to be paid per the SUMMARY OF MINIMUM FEES at the back of this booklet. Payment of these fees are not optional when you use Paterson Hall.
14. Use of Paterson Hall and/or the kitchen by a group not related to the church will require a fee per the SUMMARY OF MINIMUM FEES at the back of this booklet.
15. To reduce the bill for electricity, lights should be turned out in rooms not in use. Control of the HEAT should be regulated by the custodian.
16. Scheduled groups are to use only the room or rooms booked and the adjacent restrooms.
17. Members of the church may not rent Paterson Hall on behalf of outside groups or persons without paying the regular full rental.
18. Any group wishing to use Paterson Hall or any other part of the church facilities for overnight activities between the hours of 11:00 p.m. and 7:00 a.m. must be approved by the Bd. of Trustees.
19. Members may rent Paterson Hall and Kitchen for family oriented activities (e.g., showers, reunions, etc.) at the member rental fees.
20. Each group is responsible for removing/disposing of anything they used and tidying up major spills, etc. The custodian is responsible for all other clean-up.

The disposal in the kitchen is to be used only by church organizations.