



Building Use Fees (per event)

	<u>(first 3 hours-minimum)</u>	<u>(Additional Hours)</u>
Sanctuary <sup>§</sup> (SA) (seats approximately 400)		
<i>§Use of the Sanctuary must be pre-approved by the Pastor.</i>		
Sound System and Technician (Sanctuary Only)	\$100.00	\$30
Fellowship Hall (FH) (seats 175)	\$120.00	\$35
Kitchen & Fellowship Hall	\$150.00	\$40
Gathering Space	\$75.00	\$25
Nursery	\$75.00	\$25
Sunday School Rooms	\$75.00	\$25
Conference Room	\$75.00	\$25
Sound System and Technician (Sanctuary Only)	\$100.00	\$30

ADDITIONAL CUSTODIAL FEES \$20.00/hour

FACILITY USE DEPOSIT\* \$100.00

\*\$50 Cancellation fee within 30 days of event

KEYS: A key may be required for entry and/or lock-up when custodian is not on duty. If a key is required by your group, the responsible person will have to make prior arrangements to pick up and sign for a key. Please check with the church office to see if the building will be open at the time of your activity.

LIABILITY: The applicant agrees to assume full responsibility for injury to persons and damage to property arising from the use of the facility by applicant hereunder and agrees to indemnify and hold harmless CCLC from any and all claims and damages relating hereto.

If you will be using the Fellowship Hall for a meeting, please complete the following:

How many registration tables will you need? \_\_\_\_\_ Do you need a microphone? \_\_\_\_\_

How many head tables will you need? \_\_\_\_\_

If you will be using the Sanctuary, please complete the following:

Is this event open to the public?

Do you plan on using CCLC piano? \_\_\_\_\_ Do you plan on using CCLC organ? \_\_\_\_\_

Will you be using CCLC Sound Equipment? \_\_\_\_\_

Does your event necessitate moving of the altar furnishings? \_\_\_\_\_

Please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_