

## **College Park Covenant Rental Prices – Effective September 2014**

### **Rental Rates:**

	<b>Rental Rate</b>	<b>Rental Rate</b>
Sanctuary	\$75/hr or \$200/day	Both hall and Sanctuary: \$300/day
Basement Hall & Kitchen	\$50/hr or \$150/day	
Sound Technician	\$50 for first 2 hours then \$20 for each additional hour (min. \$50 charge)	
Person to open and close church	\$40-flat rate	
Damage Deposit	\$200	

Please note that for all rentals, set-up and clean-up time must be included in the overall cost of the rental - groups are charged for the total time they need to be in the building, not just for the time of the actual function they are renting for.

\*CPCC's kitchen is not rated for commercial use – some food prep and cooking can be done there, but it is not designed for the full preparation of meals for large groups.

### **Table & Chair Fees:**

Tables and chairs will be provided at no extra cost. The rental group is responsible for any set-up required, as well as takedown at the conclusion of the rental. It is expected all tables and chairs will be placed back where they were originally found.

Please note that tables and chairs cannot be rented separately for use off the property.

### **Sound Technician Fees: \$50 for first 2 hours then \$20 for each additional hour**

If any groups renting the Sanctuary wish to make use of the sound equipment in that room, a trained sound technician from our church will be provided. Groups CANNOT bring their own sound technicians.

### **Please Note:**

**A deposit equal to 50% of the building rental cost and sound technician fees is required when the contract is signed. It is only then that the building space is considered reserved. In the case of a cancellation, half of this deposit is refundable as long as the cancellation is reported a minimum of 5 business days before the rental was to take place. (If the group has chosen to pay the entire cost of the rental early, anything over above the initial required deposit will be returned in full.) Please note that the deposit amount is different for long-term rentals.**

**The remainder of the rental cost, plus the damage deposit (\$200), must be paid on the last business day before the rental is to take place. Failure to pay by this day will result in a cancellation of the rental and a loss of the original deposit.**

All rentals subject to committee approval.

## **College Park Covenant Special Rentals**

### **Weddings - \$400**

For anyone wishing to use College Park Covenant Church to conduct a wedding ceremony, there is a package price that will be charged so that the parties do not have to pay all the individual costs associated with the wedding. This fee includes the use of the church sanctuary both for the rehearsal and wedding ceremony. A sound technician will be provided. Renters cannot provide their own sound technician.

**Please note that if a wedding party wishes to have one of the pastors from CPCC conduct the service, they will have to discuss it with that pastor personally. While there are no set fees involved to have a pastor conduct a wedding, traditionally an honorarium is provided by the wedding party. When in dialogue with that pastor, the details of the honorarium should be set. (This typically ranges from \$100-\$150)**

### **Funerals**

CPCC does not charge for the use of the sanctuary for funerals. There will be a charge for a sound technician, hall and kitchen use and for a person to open and close the church as indicated on the Rental Rates above, as well as a \$50 janitorial cleaning fee.

### **Long-Term Rentals**

The terms for using space in CPCC on a regular basis are similar to the terms of a one-time rental, with the exception of the required deposit and the billing method. For long-term rentals, the deposit required when the contract is signed is equal to the cost of three rentals, and invoices are issued to the renter on a monthly basis, unless otherwise negotiated.

Long-term rental contracts are up for review every 4 months, and CPCC reserves the right to cancel contracts at any time without notice if the facility is being misused. One month notice will be given if the church needs the space for its own use.

All rentals subject to committee approval.