

## St. Stephen's Episcopal Church

### USAGE FEES FOR BUILDING FACILITIES

Building fees are quoted in four-hour blocks of time. A once-a-year usage fee of \$75 will be charged to the user for ongoing meetings or events. This fee is used to cover the cost of the key, clean-up of the meeting facility after each use and in case of any damage above and beyond normal wear and tear. This fee may be waived at the discretion of the Rector.

The fees listed below will be quoted as standard fees. Not-for-profit groups will automatically receive a 10% discount. Parishioners may also receive a discounted rate. Fees will be increased or decreased only by approval of the Rector.

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| <b>The Nave</b>                                                                                                                             | <ul style="list-style-type: none"> <li>• Weddings [see Wedding Customary]:               <ul style="list-style-type: none"> <li>○ \$250 for parish members</li> <li>○ \$400 otherwise</li> </ul> </li> <li>• Other fees will be determined by event</li> </ul> |                                                                                                                                   |
| <b>The Gathering Area</b>                                                                                                                   | <ul style="list-style-type: none"> <li>• \$50</li> </ul>                                                                                                                                                                                                       |                                                                                                                                   |
| <b>The Community House Room</b>                                                                                                             | <ul style="list-style-type: none"> <li>• \$75</li> </ul>                                                                                                                                                                                                       |                                                                                                                                   |
| <b>The Library</b>                                                                                                                          | <ul style="list-style-type: none"> <li>• \$50</li> </ul>                                                                                                                                                                                                       |                                                                                                                                   |
| <b>The Sumners Room</b>                                                                                                                     | <ul style="list-style-type: none"> <li>• \$50</li> </ul>                                                                                                                                                                                                       |                                                                                                                                   |
| <b>Pecore Hall</b><br><br>[additional per hour charge above 4 hrs]<br>Use of the Kitchen                                                    | <ul style="list-style-type: none"> <li>• \$250 [up to 4 hours]</li> <li>• Add'l fees will be determined by # of occupants</li> <li>• \$65</li> <li>• \$150</li> </ul>                                                                                          |                                                                                                                                   |
| <b>The Kitchen</b><br><br>[additional per hour charge above four hours]<br>Use of the Kitchen for food service                              | <ul style="list-style-type: none"> <li>• \$50 [not cooking]</li> <li>• \$15</li> <li>• \$150</li> </ul>                                                                                                                                                        |                                                                                                                                   |
| <b>Havens Center</b><br>Includes:     Main Room<br>Gallery<br>[additional per hour charge above x hours]<br>Use of kitchen for food service | <b>Day/Meeting Rate</b> <ul style="list-style-type: none"> <li>• \$80 for 2 hrs</li> <li>• \$35</li> <li>• \$35</li> </ul>                                                                                                                                     | <b>Evening/Weekend Rate</b> <ul style="list-style-type: none"> <li>• \$200 up to 4 hrs</li> <li>• \$40</li> <li>• \$60</li> </ul> |
| <b>Parking lots</b><br>[for purposes other than parking – 8 hrs]<br>Church Lot<br>School Lot 1<br>School Lot 2                              | <ul style="list-style-type: none"> <li>• \$100</li> <li>• \$100</li> <li>• \$100</li> </ul>                                                                                                                                                                    |                                                                                                                                   |

There is no charge for funerals for parishioners and for grief groups desiring to meet in an available space. If groups are unable to pay the requested amounts, arrangements can be made with the Rector. Long-term rentals for ongoing meetings may be negotiated.

If the facility is not left in the expected and agreed-upon condition, a \$35 per hour additional clean-up fee may be applied. Any damages to the facility will be charged to the client.

### **WEDDINGS**

Regarding weddings, the following rooms will be available to the wedding party for eight hours beginning two hours before the wedding is to begin:

- The Nave
- The Gathering Area
- The Library
- The Sumners Room

Please be sure to replace any chairs or tables that are moved into their original position. Please take away or dispose of all items brought with you into the space.