

Facilities Usage Fee Schedule – HOURLY RATES (Time includes event set up and clean up.)

Space	Usage	One-Time Use Per Hour Rental Fee	Recurring Use Per Hour Rental Fee
Sanctuary	Available only for worship, religious gatherings or concerts (upon approval by Senior Pastor)	\$100.00	\$100
Great Hall	Subject to calendar availability, with Spring Glen Church programs given preference if scheduling conflict arises	\$80.00	\$80.00
Fellowship Room	Can be rented only by Church Members with the approval of Pastor and Moderator	\$30.00	Not Available
Basement (Boy Scout Room)	Subject to calendar availability, with Spring Glen Church programs given preference if scheduling conflict arises	\$35.00	\$35.00
Noah's Chapel	Subject to calendar availability, with Spring Glen Church programs given preference if scheduling conflict arises	\$35.00	\$35.00
Sunday School Classrooms	Subject to calendar availability, with Spring Glen Church programs given preference if scheduling conflict arises	\$15.00	\$15.00
Parking Lot/Grounds	Subject to calendar availability, with Spring Glen Church programs given preference if scheduling conflict arises	Negotiable	Not Available except for Farmer's Market

- Members of Spring Glen Church receive a 50% discount off the above scheduled rates (except for the Fellowship Room which is only available to members)
- Non-profit organizations may request a discounted rate which then must be approved by Senior Pastor, Trustees and Moderator
- Availability is subject to the Church Calendar and any unexpected need of a Church member (eg. Memorial Service)
- Security Deposit of \$50 is required with an additional \$50 if coffee urns are being used
- Sexton/Custodial Fee is \$30 per hour and is required for any Saturday night rentals
- 48 hour cancellation policy; if cancelled within 24 hours (except for weather emergency) security deposit will be forfeited
- Heat surcharge for winter months (October – April) is \$30 per hour for Sanctuary and Basement Classrooms and \$20 per hour for the Great Hall with a 2 hour minimum required
- Help with the dishwasher can be requested for an additional fee
- If snow is forecasted and snow plowing services are required, the renter will need to coordinate with the House Committee to determine if a contractor is available and then will be responsible for the plowing costs (which could be hundreds of dollars)
- Prospective renters should understand while efforts will be made not to disrupt any group's use of booked space, the church reserves the right to use the room in the rare event that an unexpected need arises. Remedies may include an alternative available space within the church, and/or a discount in the rental fee.**