



# St. Stephen's Facility Use Fee Schedule and Contract

## SSUMC Facility Use Fee Schedule

Additional fees are charged for Custodial, A/V Services and Support, Childcare, Kitchen Use, furniture rearrangement, or other requests from the Renter. These additional fees are listed after the room rental fee schedule below. (Fees for event length beyond four (4) hours will be calculated and submitted by the Office Administrator.)

### Rental Fees

Location (4-hour max)	Church-Sponsored Event Member Cost*	Non-Church-Sponsored Event Member Cost	Non-Church-Sponsored Event Non-Member Cost
Worship Center with AV	\$0.00	\$100.00 per hour	\$125.00 per hour
Conference Room	\$0.00	\$25.00 per hour	\$25.00 per hour
Fellowship Hall with Kitchen	\$0.00	\$75.00 per hour	\$100.00 per hour
Stephen's Place	\$0.00	\$50.00 per hour	\$75.00 per hour
The Venue with Kitchen	\$0.00	\$100.00 per hour	\$125.00 per hour
Parking Lot(s)	\$0.00	\$20.00 per 4 hours	\$20.00 per hour
<b>Meeting Rooms</b>	\$0.00	\$25.00 per 4 hours	\$30.00 per 4 hours

*The freezer room, KUCI preschool area, and second-floor space are not for rent.*

*\*Traveling UMC groups are considered members and as a church-sponsored event.*

### Room Capacities

Worship Center: 275      Stephen's Place: 100      Conference Room: 25

The Venue: 175      Fellowship Hall: 134      Classrooms: 20

### Additional Fees

#### A. Custodial Fees

Worship Center, Fellowship Hall, Stephen's Place, and Basement Venue: \$50.00 for each event day.  
Classroom: No fee unless the event requires extra furniture, or equipment changes in the room.

#### B. Childcare Fees

Groups must use the SSUMC childcare workers for children aged 6 months to 6 years. Each Event requires a minimum of two (2) workers in the nursery. Each worker will receive \$20.00 per hour for any portion of the hour. Request for childcare needs must be received fourteen (14) days before the Event. An extra fee of \$25.00 may be added if the request comes in after this time.

#### C. A/V Operator Fees

Groups or individuals are not allowed to use the A/V equipment in the Worship Center, Stephen's Place, or the Venue. An SSUMC A/V operator will operate the equipment for the Event. The fee A/V operator usage and support is included in the cost of the Worship Center.



# St. Stephen's Facility Use Fee Schedule and Contract

## Fellowship Hall Kitchen Use Instructions and Checklist

### Instructions

Church-owned supplies and equipment shall not be used by the Renter unless arrangements and associated fees are made as part of the Facility Rental Agreement.

**Refrigerator space is available in the silver refrigerator unless it is being used by the funeral team. The white refrigerator is for SSUMC only.**

*PLEASE LEAVE THIS COMPLETED FORM ON THE FRONT COUNTER OF THE KITCHEN*

### Checklist

Check each item off after it is completed

#### Heat sources

- Large ovens turned off: checked all three dials
- Cooktop turned off: checked all three sections
- Standard stove: oven and surface burners turned off

#### Coffee makers

- Counter-top Coffee maker: burners off, pots and filter unit are washed by hand and placed to dry in the dish rack
- Large Coffee maker: emptied, and thoroughly rinsed out; the coffee filter unit is emptied and rinsed out
- Large "Water only" heating dispenser: emptied and dried out

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*THE LARGE "WATER ONLY" HEATING DISPENSER SHALL NOT BE USED TO MAKE COFFEE*

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#### Dishwasher

- Detergent packet added
- Dishwasher run on heat rinse or Sani-cycle
- "Clean/dirty" slider shifted to "clean" when the unit was started

#### Food

- All leftover food was placed in the garbage can or removed from the facility at the end of the event.

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*BRING YOUR OWN CONTAINERS TO COMPLETE THIS ACTIVITY*

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#### Cleaning

- Church-owned towels, aprons, and tablecloths deposited in laundry basket
- Counters, sink, and stove surfaces must be cleaned
- Trash bagged and ready for removal

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# St. Stephen's Facility Use Fee Schedule and Contract

## Basement Venue Kitchen Use Instructions and Checklist

### Instructions

Church-owned supplies and equipment shall not be used by the renter unless arrangements and associated fees are made as part of this agreement.

*PLEASE LEAVE THIS COMPLETED FORM ON THE FRONT COUNTER OF THE KITCHEN*

### Checklist

Check each item off after it is completed.

#### Refrigerator

- Cleaned any spills, debris, or remaining food items

#### Heat sources

- Microwave cleaned inside and out

#### Coffee makers

- Large coffee maker is emptied, thoroughly rinsed out
- Coffee filter unit is emptied and rinsed out
- Large "Water only" heating dispenser is emptied and dried out

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*COFFEE MAKER INSTRUCTIONS POSTED ON THE CUPBOARD DOOR ABOVE THE UNIT AND SHALL BE FOLLOWED EXACTLY*

*LARGE "WATER ONLY" HEATING DISPENSER SHALL NOT BE USED TO MAKE COFFEE*

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#### Dishwasher

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*SHALL NOT BE USED FOR ANY ITEMS*

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#### Food

- All leftover food was placed in the garbage can or removed from the facility at the end of the event.

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*BRING YOUR OWN CONTAINERS TO COMPLETE THIS ACTIVITY*

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#### Cleaning

- Countertops and tables were cleaned with the cleaning spray bottles and towels
- Dirty church-owned towels, aprons, and tablecloths were deposited in "dirty linen" bin
- Trash was bagged and is ready for removal

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# St. Stephen's Facility Use Fee Schedule and Contract

## Facility Rental Contract

### Location Fees

Room	Rate per hour	Number of hours	Total
Worship Center			\$
Conference Room			\$
Fellowship Hall			\$
Fellowship Hall Kitchen			\$
Stephen's Place			\$
Basement Venue			\$
Basement Venue Kitchen			\$
Parking Lot(s)			\$
Classroom			\$

### Additional Fees

Additional Fees	Rate per hour	Number of hours	Total
Custodial Fee	\$50	Full Day	\$50
Childcare Fee	\$20		\$
A/V Fee	\$50		\$

### Event Total

Total Amount
\$

### Fee Schedule

Fee Schedule	Percentage	Payment Due On or Before	Total
Reservation Deposit	50%		\$
Remaining Balance	50%		\$

*PLEASE ATTACH ALL NECESSARY INSURANCE CERTIFICATES AND OTHER REQUESTED ITEMS TO THIS DOCUMENT.*

### Understanding of the Facility Rental Agreement

I /We have read and agree to follow all the rules and policies outlined in the SSUMC Facility Rental Agreement and its relevant attachments and agree to abide by any other decisions concerning the use of St. Stephen's United Methodist Church, that are made by designated representatives of St. Stephen's United Methodist Church.

RENTER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NAME OF GROUP/ORGANIZATION: \_\_\_\_\_

### For office use only:

Date Event approved by SSUMC: \_\_\_\_\_

Date Required Documents Received: \_\_\_\_\_

Date Rental Deposit Received: \_\_\_\_\_

Date Final Payment Received: \_\_\_\_\_