



PEOPLES
CONGREGATIONAL
United Church of Christ

**NON-MEMBER: OUTSIDE ORGANIZATIONS
FACILITY RENTAL CONTRACT**

Requestor: Date:

Street Address:

Phone Number(s): C H

Facility Rental Date:

Purpose of Event

Email:

Event Begin Time: Event End Time:

Number of Guests Attending:

Space Requested:

Space Request/Capacity/Fee:

- Atrium (25-40 w/tables) \$1,000 Bridal Suite (3-4) \$100 Chapel (75) \$800
- Classroom (Rooms 203, 205, and 206) (25) \$175 Corbin Lounge: (30) \$400
- Fellowship Hall (225 w/ tables & 500 wo/tables) & w/tables \$2,000 Gallery (25-30) \$400
- Kitchen (15) \$150 Library: (25-30) \$100 Parking Lot (75) \$750 Plaza (30-40) \$500
- Quiet Room (10) \$200 Reaffirmation Garden (25-30) \$750 Sanctuary (600) \$2,000
- Facility Rental w/ Security Officer (100 and under - 1 Officer \$200 (100+) -2 Officers \$400

PAYMENTS ACCEPTED BY BANK CHECK/MONEY ORDER/CREDIT-DEBIT CARD ONLY

\$ Facility Rental Security Police Officers (Required)

\$ Facility Rental Security Deposit - \$750.00 (Required)

\$ Overtime Fee - \$100.00 per hour/or fraction of hour

\$ Sound Technician - \$75.00 per hour (If applicable)

\$ **Grand Total (Payable to Peoples Church)**

Requestor: (Signature)

Operations Specialist: (Signature)