

St. Michael's Facility Use Policy

The following Facility Fee Schedule will be in effect as of March 15, 2017. Cost is for 4 hours.

Johnstone Hall	\$200.00 +\$25.00 for each additional hour
Parish Hall	\$150.00 +\$25.00 for each additional hour
Courtyard Area	\$50.00
Friendship Center	\$50.00
Conference Room	\$35.00
Kitchen	\$125/175.00 (persons under 75/75 or more)
Stage.....	\$100.00
Equipment (microphone, projector, video)	\$50.00 for Each
Security Deposit(s) (refundable per policy).....	\$250.00
Custodian.....	\$80.00 minimum plus \$50 per hour if more than 2 hours*
Church.....	Fees determined on a case-by-case basis

These fees are applicable as follows:

Active St. Michael's Parish Members* are required to pay a refundable deposit. Donations for facility use are greatly appreciated.

Non-Parishioners and Non-Profit Organizations are required to pay a deposit. Fees will be assessed on an individual basis, as determined by the clergy and will depend on how the organization relates to the ministries of St. Michael's Church.

Diocesan groups are not required to pay any fees.

* An Active Member of St. Michael's is one who has a financial commitment to the church. Active Members of St. Michael's who are acting on behalf of an organization, please note: It is the organization using the facility that determines which deposits and fees apply, even if the parishioner is a member of that group or organization. It is also the organization that is responsible for the proper use of the facility.

Guidelines:

- The security deposit will be refunded after the event if the facility is left in proper order.
- If custodian help is needed, it must be pre-arranged.
- Fees for funerals are not assessed for members of St. Michael's Parish.
- No equipment is to leave the facility without permission from the Rector.
- St Michael's is a smoke free facility. There is no smoking in any of the church facilities or on the church grounds.
- We have an alcohol policy that must be followed.

*This fee is non-negotiable and included in it is: Set up and take down of chairs and tables, Dispensing with the trash in the trash bins, cleaning the floors.