

Appendix A - Fee Schedule

(see Notes on pages 5 & 6 of this Appendix for definitions and explanations of superscripts)

Member - Private Events/Use	Use & Service Fees ^{1,2} (2 hr. min.)	Optional Cleaning Fee ³	Refundable Cleaning Deposit ³ (per room)
Sanctuary - Weddings (includes use of dressing areas and limited access to building day before wedding for rehearsal and/or decorating)	\$100 (flat fee)	\$135 (required)	N/A
Sanctuary - all other use ⁴	\$10/hr.	\$135	\$135
Multi-Purpose Room - Wedding Receptions when wedding is in Sanctuary (includes limited access day before wedding for decorating)	\$100 (flat fee)	\$100 (required)	N/A
Multi-Purpose Room - all other use ⁴	\$10/hr.	\$135	\$135
Conference Room & Classrooms	N/C	\$25	\$25
<p>Kitchen - Please note the differences between “Kitchen Use” and “Limited Kitchen Access.”</p> <p>Kitchen Use - allows for the preparation, cooking, heating, and/or serving of food:</p> <ul style="list-style-type: none"> - Weddings and/or Wedding Receptions - In conjunction w/Sanctuary or Multi-Purpose Room - All other use <p>Limited Kitchen Access - provides access to cleaning supplies, trash bags, refrigerator and/or freezer, and to icemaker for small groups. It does not allow for the preparation, cooking, heating, and/or serving of food. CBC does not provide ice for large groups.</p>	<p>\$50 (flat fee)</p> <p>\$5/hr.</p> <p>\$5/hr.</p> <p>N/C</p>	<p>\$50 (required)</p> <p>\$50</p> <p>\$50</p> <p>N/A</p>	<p>N/A</p> <p>\$50</p> <p>\$50</p> <p>N/A</p>
Additional Custodial Services	\$25/hr. ²		

Appendix A - Fee Schedule, continued

(see Notes on pages 5 & 6 of this Appendix for definitions and explanations of superscripts)

Non-Members &/or Non-Ministry Events/Use	Use & Service Fees ^{1,2} (2 hr. min.)	Cleaning Fee (required)	Refundable Deposit (one per event)
Sanctuary - Weddings (includes use of dressing areas and limited access to building day before wedding for rehearsal and/or decorating)	\$150 flat fee	\$135	\$300
Sanctuary - all other use ⁴	\$15/hr.	\$135	\$300
Multi-Purpose Room - Wedding Receptions when wedding is in Sanctuary (includes limited access day before wedding for decorating)	\$150	\$100	\$300
Multi-Purpose Room - all other use ⁴	\$15/hr.	\$135	\$300
Conference Room and Classrooms	\$5/hr.	\$25	\$150
<p>Kitchen - Please note the differences between “Kitchen Use” and “Limited Kitchen Access.”</p> <p>Kitchen Use - allows for the preparation, cooking, heating, and/or serving of food:</p> <ul style="list-style-type: none"> - Weddings and/or Wedding Receptions - In conjunction w/Sanctuary or Multi-Purpose Room - All other use <p>Limited Kitchen Access - provides access to cleaning supplies, trash bags, refrigerator and/or freezer, and to icemaker for small groups. It does not allow for the preparation, cooking, heating, and/or serving of food. CBC does not provide ice for large groups.</p>	<p>\$75.00 flat rate</p> <p>\$10/hr.</p> <p>\$10/hr.</p> <p>N/C</p>	<p>\$75</p> <p>\$75</p> <p>\$75</p> <p>N/A</p>	<p>\$150</p> <p>\$150</p> <p>\$150</p> <p>N/A</p>
Additional Custodial Services	\$25/hr. ²		

Appendix A - Fee Schedule, continued

(see Notes on pages 5 & 6 of this Appendix for definitions and explanations of superscripts)

Para-Church Ministries Events/Use (see Notes for details)	Use & Service Fees	Cleaning Fee	Refundable Deposit
Fees will be determined on a case-by-case basis.			
CBC-Sponsored Events/Use (see Notes for details)	Use & Service Fees	Cleaning Fee	Refundable Deposit
CBC-Sponsored Events are not subject to the fee schedule.	N/A	N/A	N/A
Family Life Events (See Notes for more detail. Required Services still apply.)	Use & Service Fees^{1,2} (2 hr. min.)	Cleaning Fee (optional)	Refundable Cleaning Deposit³ (per room)
Sanctuary - Weddings (includes use of dressing areas and limited access to building day before wedding for rehearsal and/or decorating)	N/C	\$135 (required)	N/A
Sanctuary - all other use⁴	N/C	\$135	\$135
Multi-Purpose Room - Wedding Receptions when wedding is in Sanctuary (includes limited access day before wedding for rehearsal and/or decorating)	N/C	\$100 (required)	N/A
Multi-Purpose Room - all other use⁴	N/C	\$135	\$135
Conference Room and Classrooms	N/C	\$25	\$25
<p>Kitchen - Please note the differences between “Kitchen Use” and “Limited Kitchen Access.”</p> <p>Kitchen Use - allows for the preparation, cooking, heating, and/or serving of food:</p> <ul style="list-style-type: none"> - Weddings and/or Wedding Receptions - In conjunction w/Sanctuary or Multi-Purpose Room - All other use <p>Limited Kitchen Access - provides access to cleaning supplies, trash bags, refrigerator and/or freezer, and to icemaker for small groups. It does not allow for the preparation, cooking, heating, and/or serving of food. CBC does not provide ice for large groups.</p>	<p>N/C</p> <p>N/C</p> <p>N/C</p> <p>N/C</p>	<p>\$50 (required)</p> <p>\$50</p> <p>\$50</p> <p>N/A</p>	<p>N/A</p> <p>\$50</p> <p>\$50</p> <p>N/A</p>
Additional Custodial Services	\$25/hr. ²		

Appendix A - Fee Schedule, continued

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Required Services	Fees (2 hr. min.)		
Kitchen Consultant - required for the following: - Members with no kitchen training - Non-members - for any use of kitchen Free kitchen training is available for members. See Fellowship Team Chairman for more information.	\$25/hr. ² \$25/hr. ²	N/A N/A	N/A N/A
Audio/Visual Services - when CBC equipment is needed	\$25/hr. ²	N/A	N/A
Wedding Coordinator - Wedding Director Services also available	see note ²	N/A	N/A
Other Services	Fees (2 hr. min.)		
Musicians	see note ²	N/A	N/A

Appendix Notes

GENERAL INFORMATION

All use of CBC facilities must be requested through the Building Use Coordinator in writing well in advance of the requested date to avoid schedule conflicts. The submittal and approval process is detailed in Section 6 - Application For Use.

DEFINITIONS

Member - Private Events/Use:

Includes any private activity or event conducted by an active CBC member for a close family member (through grandchildren). Examples include, but are not limited to, weddings, birthday parties, anniversary parties, and other celebration events or gatherings. When an invitation is also extended church-wide or to a recognized entity or entities of CBC, e.g., all ladies, Sunday School class, Youth, then the event may fall under the *Family Life Events* category. Member privileges are extended to active CBC members only. Active membership is defined in the CBC by laws as “members who attend regularly and give consistently.”

Non-Member &/or Non-Ministry Events/Use:

Non-member Events/Use - Includes all requests by persons who are not active members of CBC and all groups not affiliated with or sponsored by CBC, as well as all events/use by active members for non-ministry purposes that do not fall under the *Member - Private Events/Use* or *CBC Family Life Events* categories. Examples include, but are not limited to, athletic team events, educational events conducted by businesses, and homeowners association meetings.

Para-Church Ministries Events/Use:

Para-Church Ministries are partnerings between CBC and outside organizations. Included are events and/or activities that are organized and conducted by 501C3 organizations or that are conducted on a non-profit basis and which are supported by CBC, though not sponsored or controlled by CBC. CBC support may be provided in the form of reduced or waived fees and/or deposits, volunteer help, financial support, or in other ways deemed appropriate by senior staff. Such events include, but are not limited to, benefits. Examples include, but are not limited to, Awana, Upward, and Hannah’s Haven.

CBC-Sponsored Events/Use:

Includes all events planned, organized, conducted, and financially supported by CBC. Events include, but are not limited to, Grace Community Mission and Fall Festival. These events bear our name, are conducted by our personnel (staff and/or volunteer), and are our responsibility and our liability. Such events are not subject to the fee schedule, but are subject to all other regulations and guidelines contained in the Facilities Use Policy.

Family Life Events:

CBC supports its active members as they celebrate “life events” held for close family members and/or fellow CBC members by waiving hourly use fees when an invitation is also extended church-wide or to a recognized entity or entities of CBC, e.g., all ladies, Sunday School class, Youth. Events include wedding anniversary celebrations, high school and college graduation

Appendix Notes, continued

Family Life Events, continued

celebrations, baby showers, wedding showers, birthdays, and weddings. In the absence of such invitation(s), these events are covered in the *Member - Private Events/Use* category. With the exception of weddings, where the cleaning fee(s) is/are required, members may either pay the fully refundable cleaning deposit and provide the post-event cleaning themselves, in accordance with the applicable guidelines, or they may secure custodial service for post-event cleaning, in which case the refundable cleaning deposit will be waived. (See superscript 3.) All other "Required Services" and their related fees still apply.

Kitchen Use:

Allows for full access to and use of the kitchen, including preparation, cooking, heating, and/or serving of food. Additional information regarding other equipment and/or supplies available for use is provided by the Fellowship Team.

Limited Kitchen Access

Limited Kitchen Access is provided as a convenience and allows access to:

- cleaning supplies
- trash bags
- refrigerator and/or freezer
- icemaker for small groups

Limited Kitchen Access **does not:**

- allow for the preparation, cooking, heating, and/or serving of food
- allow for the use of CBC paper and other consumable supplies not specified above
- provide access to the icemaker for large non-member, non-ministry, or private events without prior Fellowship Team approval.

EXPLANATION OF SUPERSCRIPTS

- ¹ Use fees and deposits may be adjusted at the discretion of the Buildings & Grounds Team. Extenuating circumstances will be taken into consideration. A discount is available for multi-date use.
- ² A cost estimate will be provided upon review of the *Facilities Use Application & Agreement*; however, terms and final fees for auxiliary services are to be determined directly with and fees paid directly to the individual service provider. Cost information for wedding coordinator and musician services is available directly from those service providers.
- ³ Members may either pay the fully refundable cleaning deposit and provide the post-event cleaning themselves in accordance with the applicable guidelines or they may choose to secure custodial service for post-event cleaning, in which case the refundable cleaning deposit will be waived. This option ensures that the facilities are cleaned in preparation for your event.
- ⁴ All fees and deposits are waived for funerals.