The fees associated with this schedule are not all inclusive and are subject to change annually based on the Henderson Community Church Trustee’s approval. Membership is defined as an active member of either Henderson Community Church or a Church Partner.

| **Space**  **(Unless specified includes 3 hours**  **per meeting of the body)** | **Rate** | **Frequency** | **Weekly Total** |
| --- | --- | --- | --- |
| Sanctuary | $600 |  |  |
| Conference Room | $50 |  |  |
| Children’s Spaces | $100 |  |  |
| Kitchen | $200 |  |  |
| Fellowship Hall | $200 |  |  |
| Backyard / Patio | $100 |  |  |
| Funeral Church Partner Member  (includes Sanctuary & Fellowship Hall) | $300 |  |  |
| Funeral Church Partner Non-Member  (includes Sanctuary & Fellowship Hall) | $500 |  |  |
| Cleaning Fee (Mandatory) | $200 |  |  |
| Copier Use (up to 500 copies) | $50 |  |  |
| Grand Total (weekly) |  |  |  |

Please indicate your desired preference(s) and dates of use, pending HCC Trustee approval.

|  | Mon | Tues | Wed | Thu | Fri | Sat | Sun |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Times |  |  |  |  |  |  |  |

There will be occasions when the facility and/or grounds will be reserved by HCC for additional events or for other individuals or groups. Advance notice will be offered to the Church Partner if the contracted space is impacted and financial reimbursement can be negotiated if requested.

Unless negotiated in advance (such as to use the copier), the following spaces are not available for community access:

1. The Administration Office.
2. The Food Bank (access through the Food Bank for Handicap and Individuals with Accessibility needs is allowed)
3. All spaces on Sundays from 8:30 am to 12:00 pm, reserved for Henderson Community Church.

A Building access key will be provided to the Primary Point of Contact for the Church Partner.

Bathrooms are always available, however, as a Church Partner, cleaning and toiletry supplies are provided on a rotating basis with other Church Partners. HCC will provide a 15-day notice when supplies are running low.

After each use of the facilities, it is expected that it will be left in as good as or better condition that you found it in, implying that each Church Partner will remove all trash and clean up before vacating the building and grounds. The mandatory cleaning fee goes to cover the janitorial staff, their equipment, and cleaning supplies. Please refer to Addendum IV for specific end of shift details related to cleaning.

Signatures: Date:

Church Partner Point of Contact

Approved: Date:

Designated Trustee