

## Room Descriptions

Room	Capacity <i>Table set up</i>	Capacity <i>Theater/Class set up</i>	Other Amenities	<b>RATE</b> <i>6 hour max. Fee includes set up and janitorial</i>
<b>Board Room</b>	12 <i>(conference style)</i>	n/a	Conference Calling Smartboard Whiteboard	\$50/hr
<b>Choir Room</b>	24	40	Whiteboard	\$25/hr
<b>Community Room</b>	16	30		\$25/hr
<b>Conference Room</b>	8 <i>(conference style)</i>	n/a	Conference Calling Whiteboard	\$25/hr
<b>Fellowship Hall East</b> <i>Stage access</i>	125	225	Audio <i>(AV support \$50/hr)</i> Projector w/large screen Kitchen access Stage (east)	\$175
<b>Fellowship Hall West</b> <i>Adjacent to kitchen</i>	125	225		\$175
<b>Fellowship Hall</b> <i>Full room access</i>	256	450		\$300
<b>Lounge</b>	10 <i>(open seating)</i>		Kitchenette <i>(coffee, refrigerator, microwave)</i> Lounge seating	\$25/hr
<b>Mission Room</b>	12	25	Whiteboard	\$25/hr
<b>Sanctuary</b>	n/a	475	AV Projector/Screen	\$300
<b>Solarium Room</b>	12	35	Whiteboard	\$25/hr
<b>Student Ministry Room</b>	15 <i>(couches and lounge chairs)</i>	40 <i>(including couches and chairs remaining in space)</i>		\$25/hr
<p><b>Available in each room:</b>            WiFi Access            50" Mobile Flat Screen Television            Coffee set up            Flip Charts <i>(Easel)</i>            Laptop <i>(with DVD player)</i>            Podium            Table/Chair set up <i>(round and 8 foot rectangle)</i></p>				

## Donation (Fee) Schedule

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After submitting the Facility Usage Request Form, you will receive an auto-reply message acknowledging that the form has been received and is in queue to be booked. Reservation staff will review and respond (via email) to your request.

You will be advised if the reservation has been approved and added to the calendar. If the requested space is unavailable, your event may be booked in an alternate space or you may be asked to choose an alternate date. If your event incurs any fees, you will be notified in the response email. ***Fees are due prior to the event, and your event is held as tentative until all fees are paid.*** A nonrefundable security deposit may be required to secure the reservation.

Redeemer is happy to share the facility space with you and would like to remind you of the following:

1. Please remove all equipment and decorations that you have brought to our site.
2. Use of the kitchen facilities does not include church supplies (food, paper products, dishes, etc.).
3. Smoking is not allowed in our facility.
4. Repair and/or replacement costs for damaged/missing property will be billed to your group.
5. Building must be vacated by stated end time.

### Audio Equipment Use

*Audio equipment must be supervised. Audio is available in Fellowship Hall only.*

Sound/Digital or Webcast: \$35/per hour with a two (2) hour minimum each room/each event day.  
Additional time will be billed at \$35/hr.

Hours Requested: \_\_\_\_\_ Subtotal: \_\_\_\_\_

### Event or Wedding Media Package (Sanctuary and Fellowship Hall):

\$225.00 + Facility Room Donation

Includes: PA System, Projection, Video Recording, Webcast and 4 hours of Media Support, additional time billed at \$35/Hr.

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Subtotal: \_\_\_\_\_

## Wedding Donation (Fee) Schedule

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Checks for fees should be made payable to the individual persons and given to the wedding coordinators on the day of the wedding rehearsal. Checks for facility use and custodian should be made payable to Redeemer Lutheran Church.

### **FOR REDEEMER MEMBERS:**

*(bride, groom, or at least ONE parent must be a member at Redeemer Lutheran Church)*

Sanctuary	\$50
Wedding coordinator	\$200
Organist	\$200 (plus \$25 for any additional soloist)
Officiating pastor	\$200 (suggested minimum)
Custodian	\$75 (to clean after wedding)

### **FOR NON-REDEEMER MEMBERS**

Sanctuary	\$300 (\$100 non-refundable deposit due with contract)
Wedding coordinator	\$200
Organist	\$200 (plus \$25 for any additional soloist)
Officiating pastor	\$200 (suggested minimum)
Custodian	\$100 (to clean after wedding)