

## **Puget Sound Foursquare Rental Pricing and Agreement**

All pricing includes use of kitchen, the technology available in each space, parking, and bathrooms.

### Community Groups Pricing

- Single Classroom - \$75
- Room 360 - \$125 (includes projection system, small sound system)
- Northwest Room - \$150 (includes full stage, stage lighting, projection system, and sound system)
- Mezzanine - \$350 (includes small sound system, TVs, and a portable stage. A larger portable sound system if an A/V tech is present – see below for pricing)
- Sanctuary - \$350 (includes full stage, stage lighting, projection system and sound system - must have A/V Tech on-site)

### Church Member Discount

Church Members will receive a 15% discount off the total rental price.

### Additional Charges

- A/V Tech (minimum of 4 hours) - \$75 for 4 hours, \$18.75 per hour after 4 hours
- On-Site Building Manager (minimum of 4 hours) - \$75 for 4 hours, \$18.75 per hour after 4 hours (if events take place after office hours, it is mandatory to have a staff member on-site. If events extend past office hours, a 2-hour minimum charge is required - \$37.50)

### Deposits

Rental agreements for the Northwest Room, the Mezzanine, and the Sanctuary require a 10% deposit at the time of signing.

### Cancellation Policy

While it is not our intent to penalize groups that need to cancel events, if an event needs to be cancelled less than 2 weeks prior to the event, the deposit will be forfeited. We do this in order to ensure the most effective calendar planning as cancellations inhibit other groups from possible building use.