

FIRST BAPTIST CHURCH OF QUEEN CITY FACILITIES USAGE FEES (5-20-26)

<u>WEDDINGS</u>	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
RESERVATION FEE	\$100 (NONREFUNDABLE*)	\$350 (NONREFUNDABLE*)
CUSTODIAL FEE	\$150	\$200
AUDIOVISUAL TECH	\$200	\$250
ACCESS KEY	\$100 (REFUNDED UPON RETURN)	\$100 (REFUNDED UPON RETURN)
DRUM REMOVAL FEE	\$250	\$250

*WHEN CALENDARING THE WEDDING, THE RESERVATION FEE AND THE SIGNED WEDDING CONTRACT (WITH DETAILED WEDDING POLICY & PROCEDURES) WILL BE DUE. SEPARATE PIANIST/PASTORAL ARRANGEMENTS SHOULD BE MADE PRIOR TO THE WEDDING.

<u>FUNERALS</u>	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
PASTORAL FEE	NO CHARGE	\$300
CUSTODIAL FEE	NO CHARGE	\$150 (\$100 SANCTUARY ONLY)
AUDIOVISUAL TECH	NO CHARGE	\$150

A FUNERAL CONTRACT WILL BE SIGNED WHEN FUNERAL ARRANGEMENTS ARE MADE. IF THE FUNERAL FOR A DECEASED CHURCH MEMBER IS CONDUCTED OUTSIDE OF THE NORMAL WORK HOURS OF THE CHURCH STAFF, THE CHURCH WILL PAY THE CHURCH STAFF MEMBER DELIVERING THE SERMON \$300, THE AUDIOVISUAL TECH \$150, AND THE CUSTODIAN \$150 (\$100 IF ONLY THE SANCTUARY IS USED). THE PAYMENT OF THESE FEES WILL NOT BE FROM A BUDGETED LINE ITEM BUT WILL BE PAID FROM THE GENERAL FUND AS A "MEMBERSHIP APPROVED EXPENDITURE."

BIRTHDAY PARTIES

<u>FOR STUDENTS 18 YRS OLD & UNDER</u>	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
RESERVATION FEE - ANNEX/FELLOWSHIP HALL	\$75 (NONREFUNDABLE)	UNAVAILABLE
RESERVATION FEE - FLC	\$150 (NONREFUNDABLE)	UNAVAILABLE
DEPOSIT	\$100 (REFUNDABLE IF CONTRACT TERMS ARE MET)	

<u>BIRTHDAY PARTIES (OVER 18 YEARS OF AGE)</u>	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
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DEPOSIT - ANNEX, FH, OLD SANC, OR FLC	\$100 (REFUNDABLE IF CONTRACT TERMS ARE MET)	UNAVAILABLE
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<u>ANNIVERSARY PARTIES</u>	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
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DEPOSIT - ANNEX, FH, OLD SANC OR FLC	\$100 (REFUNDABLE IF CONTRACT TERMS ARE MET)	UNAVAILABLE
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BIRTHDAY OR ANNIVERSARY EVENTS MAY NOT BE SCHEDULED ON THE CHURCH CALENDAR FOR SUNDAYS OR WEDNESDAYS OR MORE THAN TWO MONTHS IN ADVANCE. THEY MAY BE HELD IN THE ANNEX, FELLOWSHIP HALL, OR FAMILY LIFE CENTER (GYM AREA ONLY AND MUST CONCLUDE NO LATER THAN 6 PM. THE RESERVATION FEE AND SIGNED CONTRACT ARE DUE WHEN CALENDARING THE EVENT.

<u>APPROVED OUTREACH</u>	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
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DEPOSIT	\$100 (REFUNDABLE IF CONTRACT TERMS ARE MET)	UNAVAILABLE
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APPROVED OUTREACH SHALL INCLUDE NON-PROFIT, MEMBER-FACILITATED SPECIAL EVENTS THAT ARE NOT CHURCH-RELATED. INDIVIDUAL PARTICIPANT LIABILITY WAIVERS WILL BE REQUIRED FOR CERTAIN EVENTS. NO BUSINESS EVENTS WILL BE ALLOWED. EVENTS MAY NOT BE SCHEDULED ON THE CHURCH CALENDAR FOR SUNDAYS OR WEDNESDAYS. THESE EVENTS MAY BE HELD IN THE ANNEX, FELLOWSHIP HALL, OR FAMILY LIFE CENTER (GYM AREA ONLY). THE DEPOSIT AND THE SIGNED CONTRACT ARE DUE WHEN CALENDARING THE EVENT.

SCHOOL SPECIAL EVENTS APPROVED AND SCHEDULED BY THE CHURCH STAFF WILL BE IN THIS CATEGORY, BUT NO DEPOSIT WILL BE REQUIRED. THE CHURCH STAFF WILL DETERMINE THE APPROPRIATE FACILITIES FOR SCHOOL EVENTS.

<u>WEDDING/BABY SHOWERS</u>	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
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RESERVATION FEE	NO CHARGE	UNAVAILABLE
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SHOWERS MUST BE SCHEDULED ON THE CHURCH CALENDAR AND MAY BE HELD IN THE CHURCH ANNEX, FELLOWSHIP HALL, OLD SANCTUARY MEETING ROOM, OR FAMILY LIFE CENTER (GYM AREA ONLY). SHOWER ORGANIZERS MUST LEAVE THE CHURCH AREA CLEAN AND IN THE ORDER IN WHICH IT WAS FOUND.

<u>FBCQC CHURCH GROUP PARTIES</u>	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
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RESERVATION FEE	NO CHARGE	UNAVAILABLE
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FBCQC CHURCH GROUP PARTIES (SUCH AS SUNDAY SCHOOL CLASS PARTIES) MUST BE SCHEDULED ON THE CHURCH CALENDAR AND MAY BE HELD IN THE ANNEX, FELLOWSHIP HALL, OLD SANCTUARY MEETING ROOM, OR FAMILY LIFE CENTER (GYM AREA ONLY). PARTY ORGANIZERS MUST LEAVE THE CHURCH AREA CLEAN AND IN THE ORDER IN WHICH IT WAS FOUND.