

LEASE FEE CHECKLIST:

Adopted May 20, 2012

Please complete, tally, and return with reservation form with check to the offices of FBC. Please make check payable to "FBC Geraldine" and designate it "Facility Lease."

1. FACILITY: Please circle the appropriate facilities/rate and custodial fees.

Facility:	Active Member Rate:	Non-Member Rate:	Non-Member Rate for Children/Grandchildren of Member:	Custodial Fee:
Sanctuary	No Charge	\$250.00	\$150	\$75
Dressing Areas	No Charge	No Charge	No Charge	\$25
Fellowship Hall	No Charge	\$250	\$150	\$75
Old Fellowship Hall	No Charge	\$100	\$50	\$50

2. TECHNOLOGY FEE (Sound, Lighting, Media, etc.):

o \$20 per hour x _____ hours (all days combined) = \$_____

3. SECURITY FEE (Unlocking & Locking Doors):

o \$30 per day x _____ days = \$_____

o [_____] I wish for FBC to handle the moving of all furniture, equipment, etc. to and from the stage area of the Sanctuary for the amount of \$100.

4. DEPOSIT:

o **\$200 refundable deposit is required to secure your reservation.** It will be refunded in a timely manner if the used facilities are unharmed. If any damage occurs, the deposit will be used towards repair and/or cleaning.

TALLY:

Total for #1: \$_____

Total for #2: \$_____

Total for #3: \$_____

4. Deposit: **\$200**

GRAND TOTAL: \$_____

Signature_____Date:_____

**An "Active Member" is someone who, as a member at FBC, is a regular and faithful participant in the worship, discipleship, ministry, and mission of the church.*