

## Scheduling and Using of Fellowship Hall and Kitchen of ChristChurch Presbyterian

### To Schedule Facility Use:

1. Call the church office (713) 667-6574 to check for availability of space or specific dates.
2. Complete a “Request for Use of Fellowship Hall/Kitchen” form and return it to the Church office for approval.
3. Upon approval, all fees and deposits must be received in the Church Office before the key(s) can be assigned. Checks should be made out to “ChristChurch Presbyterian Church.”
4. After the event, a member of the kitchen committee will assess the Fellowship Hall and Kitchen; if all is well the deposit(s) will be refunded.

### Fee Schedule for Use of the ChristChurch Presbyterian Fellowship Hall and/or Kitchen:

All groups using the Fellowship Hall and/or Kitchen must pay a refundable deposit that covers any damage repair or cleaning that result from the event. A member of the Kitchen Committee will assess the building before and after each event.

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|--|----------|
| Refundable Deposit – Fellowship Hall         | \$75.00  |
| Refundable Deposit – Kitchen                 | \$75.00  |
| Refundable Deposit – Kitchen/Fellowship Hall | \$125.00 |
| Refundable Key Deposit – each key            | \$20.00  |

All groups using the Fellowship Hall and/or Kitchen must pay a usage fee that is NOT refundable.

#### **Fellowship Hall**

|                  |          |
|------------------|----------|
| Non-Member Group | \$ 75.00 |
| Member Group     | \$50.00  |

#### **Kitchen**

|                  |          |
|------------------|----------|
| Non-Member Group | \$100.00 |
| Member Group     | 75.00    |

All fees and deposits must be paid to the Church Office by the last working day before the event, or the event will be cancelled.