

Schedule of Rental Fees

Approved 2010-04-22

A.: ROOM FEE

	Full Day
Worship Area*	\$550
Narthex*	\$100
Gymnasium	\$500
Kitchen	\$75
Gymnasium and kitchen	\$550
Worship Area, Gymnasium and Kitchen	\$700
Larger rooms (#5, Wakeman, Choir-room, or Lounge)	\$75
Smaller rooms (#1-3) each	\$50

Notes:

- Full day is normally eight hours; half day is four hours or less (to reflect minimum shift length).
- **Rate for half day is 50% of full-day rate**
- “Full day” and “half day” include set-up time.
- Set-up time may be split from event time, with approval of Administrator, if and only if no use is reserved for relevant rooms during entire intervening period.
- *Worship Area and Narthex are not available Saturday after 3pm, Sunday before 3pm, or during any other worship times.
- Certain activities may not be booked in basement at same time as services are to be held.
- During certain key periods around Christmas and Easter, bookings for any and all rooms may be unavailable due to high demand for parishes’ core-function events.

B: DISCOUNTS (Apply to Room Fee only)

	Description	% OFF
A	Parish Group events – meetings of officially designated parish groups that directly further the work of either or both parishes (whether funds are raised at the event or not)	100%
B	Religious/Diocesan-sponsored events – meetings that further the work of the larger Church (whether funds are raised at the event or not)	100%
C	Parishioners’ private social events	60%
D	Community/Non-Profit events – meetings at which no money is collected, of not-for-profit organizations which work for the good of the community and are consistent with the aims of the Church	50%
E	Fund-raising events indirectly benefitting the parish or the Church or on behalf of community causes consistent with the aims of the Church	35%
F	Community/recreational events (which may or may not be fundraisers) sponsored by either pastor or by five or more parishioners	20%
G	All others.	0%

C: CUSTODIAL SURCHARGE DURING HIGH PERIODS Spring 2010 – Subject to seasonal change

High Periods:	Sunday to Wednesday: Friday & Saturday:	after 4pm after Noon
Normal Periods:	all other times	
High period surcharge: flat \$100 per full day, or \$50 for ½ day, regardless of which rooms or how many rooms rented. Normal-period custodial surcharge: \$0.		

- Custodial surcharge applies only for events during high period, and is never subject to discount.
- Renter would pay only one surcharge even if he/she rented multiple rooms.

- *Normal periods are intended to approximate the times caretakers are already on duty for regularly scheduled parish and worship activities.*
- *The Board reviews normal and high periods at least annually, and any changes are published well in advance.*
- Summer high periods may vary.
- The high period surcharge can be prorated, at the Administrator's discretion, in case of an event that falls only partly into a high period. Administrator can also waive custodial surcharge if it is certain that caretakers will be on duty anyway (e.g. 1st Tuesday evening of each month).

GENERAL COMMENTS ABOUT SCHEDULE OF FEES

- **Any rental fee can be waived in whole or in part by either Pastor.**
- All persons renting space in the centre are required to sign an ACC rental contract (and pay a \$1 contract fee) and pay a refundable \$300 damage deposit prior to event booked.
- Further discounts may apply at the end of a year, subject to board's approval, if you pre-book recurring days at least 8 times over the year.
- All new renters require Board of Directors approval.