

Ashton United Methodist Church

Revised Jan 2009

Non-Member: Facility Use Fees

(*Please note: Security Deposit is fully refundable (less expenses) if no damage is found. Sponsoring parties are responsible for any damages found in excess of the amount of security deposit)

Signature of responsible parties/acceptance of Security Dep. Policy: _____

1. Rates are based on up to 4 hours of room use. Events exceeding 4 hours will be billed at a rate of 25% of the standard fee for each additional hour or portion thereof. This includes decorating and clean up time.
2. At least one church representative is required for all events at an additional fee of \$20.00 per hour for each representative. Large receptions may require up to 4 representatives. This fee will be deducted from your security deposit. If the event runs longer than originally stated, the representative is due an additional \$20 per hour, or portion thereof.

<u>ROOM</u>	<u>FEE</u>	<u>MINIMUM SECURITY DEPOSIT*</u>	<u># Building Reps</u>
Small Meeting Room (Up to 12 people, 4 rooms available)	\$40	\$25	1
Medium Meeting Room (Up to 25 people, 2 rooms available)	\$60	\$25	1
Large Meeting Room (Up to 45 people, 1 available)	\$100	\$75	1
Social Hall Meeting Only (Up to 250 people seated, no tables Or 200 people seated at tables)	\$250	\$150	At least 1
Social Hall ** Serving refreshments (limited to appetizers) use of Kitchen for set up and clean up only	\$600	\$250	At least 1
Social Hall ** Serving catered meal includes kitchen use for clean up only	\$750	\$500	2 to 4 Based on function
*Wedding Ceremony in Sanctuary (includes rehearsal, wedding coordinator, and use of parlor dressing area) (Sanctuary seating capacity 250) *All weddings will require a Wedding Coordinator	\$825	\$250	At least 1

* Fees for building representative(s) @ \$20 per hr each will be deducted from deposit.

** See kitchen use rules in the "Rules and Regulations" document, all events with food service must have a Certified Food Preparation person with a current Montgomery County Health Department License.