

Kitchen Usage for Fellowship Hall and Family Life Center

Line of Authority:

Eugene Hawes	Facility Manager	541.519.8805
Kim Teeter	Office Manager	541.523.3533
Sharla Erickson	Fellowship Hall Contact Person	541.523.2186
Jerri Wickert	Family Life Center Contact Person	541.519.4708
Amy Micka	Funeral Meals Contact Person	541.523.2038

Usage Fees for Fellowship Hall

- A. FELLOWSHIP HALL (No Kitchen Use)
 - Half day use \$30 per ½ day
 - Full day use \$60 per day
 - a.) Custodian fee (fee is at the discretion of the Facility Mgr.) per event
 - B. FELLOWSHIP HALL AND KITCHEN USE
 - Half day use \$60 per 1/2 day
 - Full day use \$110 per day
 - a.) If Paper Products are used \$30 per event
 - b.) Kitchen Coordinator (required for large events) \$100 per event
 - C. KITCHEN USE Full day use \$50 per day
 - D. REFUNDABLE KEY DEPOSIT (\$25 if applicable)
 - E. REFUNDABLE CLEANING DEPOSIT (\$100 cleaning deposit)
- If cleanup is completed by custodial staff, cleaning charge will be deducted from the deposit at \$25 per hour. Additional charges will be incurred if time spent exceeds deposit.)
- F. SET UP FEES (If custodial staff sets up tables and or chairs or decorates) (\$25/ hour)

For small events, you are responsible for cleanup. If cleanup is completed by custodial staff, cleaning fee of \$25 per hour will be incurred.

Make checks for usage to Baker City Nazarene Church. Custodian &/or Kitchen Coordinator should be paid to individual doing that job.

Usage Fees for Family Life Center

- A. FAMILY LIFE CENTER (1st Floor Only) (No Kitchen Use) \$175 per day use
 - a.) Custodian fee (fee is at the discretion of the Facility Mgr.) per event
 - B. KITCHEN USE \$50 per day
 - a.) If Paper Products are used \$30 per event
 - b.) If Linens are used there will be a \$25 cleaning fee
 - c.) Kitchen Coordinator (required for events) \$100 per day for events
 - C. REFUNDABLE KEY DEPOSIT (\$25 if applicable)
 - D. REFUNDABLE CLEANING DEPOSIT (\$100 cleaning deposit)
- If cleanup is completed by custodial staff, cleaning charge will be deducted from the deposit at \$25 per hour. Additional charges will be incurred if time spent exceeds deposit.)
- E. SET UP FEES (If custodial staff sets up tables and or chairs or decorates) (\$25/ hour)

Church attendees using facilities for non-church functions must clear through church office for approval, scheduling and usage cost.