

Old Steeple Community Church

Sanctuary Rental Form, Policies, & Fees

Thank you for considering Old Steeple Community Church as the venue for your event. We hope the following information will assist you in your planning.

<i>Renting</i>	<i>Fees</i>	<i>Check Payable To:</i>
Sanctuary Use	\$400	Old Steeple Community Church
Sexton/Custodian	\$150	Lorraine Link
Organist	\$250	Guy Fein
Clergy	\$250	Anton DeWet

Please make separate checks.

Our pastor and church Organist have the right of first refusal. If another Pastor and/or church Organist is invited to perform the event, it must be done in consultation with, and by permission of the Pastor and/or Organist.

Agreement:

1. All fees are payable prior to the rental date.
2. All items brought in must be removed from the church following the event.
3. If professional photographers and videographers will be used, you need to consult with the Pastor prior to the event as to acceptable protocol.
4. Smoking is not allowed. We are a smoke-free facility.
5. The renting party will be liable and may be billed for any damage to the building or property that occurs as a result of this event.
6. Rental of the sanctuary does not include use of our upstairs kitchen area, or use of the downstairs fellowship hall.

Please Print Name _____

Date of event _____ Time of event _____

Contact phone # _____ Secondary phone # _____

Email address _____

Signature _____ Today's Date _____

Approval _____

* For Members/Friends of Old Steeple Community Church (someone who has communed and contributed of their time, talents, and or treasures, and is a regular participant); a free-will donation for the use of the sanctuary will be acceptable. The fees for the custodian and organist remain as per schedule above.