

Facility Rental Rate and Support Personnel Fee Schedule

Rental information and notes

1. General Facility Rental rates shall be incorporated into a contract negotiated between the renter and the session trustees with the help of the office administrator. The minimum rates are intended to be used as a guideline for small groups or renters where there is a recurring activity. Contracts shall be written for no more than a 12 month period and must be completed 45 days before the rental event.
2. The Non-member fee shall apply to members, whose purpose is to use the building to host a meeting of an organization that the member may belong to or lead a class or any profit-producing or wage-earning purpose.
3. The Member fee shall apply to members, whose purpose is rent the building for an anniversary, graduation, birthday, or similar event and will receive a 50-percent fee discount.
4. A \$50.00 refundable deposit shall be charged to each new user (excluded for non-profit users) when signing out keys. The deposit shall be refunded when the contract is terminated and the key is returned.
5. Proof of liability insurance must be received prior to finalizing any rental agreement.
6. Non-Member non-profit rental use rates shall be reviewed by Session on a case by case basis.
7. Our Pastor can lead a service (if available), or you may have another pastor lead the service; however, if someone other than Southminster's pastor leads the service, Southminster's Pastor or Session approval is required.
8. Times and Dates - A funeral, memorial, or wedding service must be scheduled on the church calendar before public notice is given. A memorial service or funeral is subject to the availability of the pastor and the church. Contact Office Coordinator, Rayin Brown at 503-644-2073 or staff@southmin.org
9. Checks should be made payable to individuals providing services, i.e. musicians, audio technicians. Checks for building use and printing services should be made payable to Southminster Presbyterian Church. Checks may be given to those people, the Officiating Pastor, or Church Office Coordinator. For the convenience of the family, it is recommended that payments be made in advance of the service.
10. In the case of hardship, a 50-percent discount may be offered in lieu of the general fee.
11. Memorial programs are printed in color on white, letter-size, 30 lb. paper. Please contact the Office Administrator if you have other arrangements.
12. There is no fee for clergy presiding at memorials and funerals. Family, at their discretion, however, may provide an honorarium for clergy's help and involvement. Funeral directors suggest a guiding figure of \$240.
13. While there is no fee for a funeral or memorial reception, a donation to the church to help with expenses is appreciated.
14. Rental rates are four (4) hours in length. Over-time rates apply when allotted time is exceeded, see fee schedule.
15. The rental fee for the sanctuary and/or social hall includes the custodial service post event.
16. Optional live-streaming and video recording a service can be enabled for a \$50 fee at your request.
17. The Sanctuary can comfortably accommodate up to 225 people.
18. Please contact the Church Office if you have any questions or if we may assist you in any way at 503-644-2073.