



*The First Baptist
Church of Redlands*

51 West Olive Avenue · Redlands · California 92373

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www.fbcredlands.org

Building Use Fees

These fees reflect the need for preserving our church facilities and cover the costs of utilities and maintenance. Replacement and repair of tables, chairs, sound systems, appliances, floors, and other damages are addressed separately and not included in the following fees. These fees should be equitable and balance our church's role of supporting members and the sharing of Jesus with the community with the actual cost of providing the use of these facilities. With this in mind, church sponsored events will not be charged fees and church members may receive reduced fees. A request for use of facilities must be made in person in the church office using the "Building Use Agreement" form. It will then be submitted to the Property and Finance Commission for approval on the 2nd Tuesday of every month.

Fees per hour (2 hour minimum)

<input type="checkbox"/> Chapel	\$200.00	Seats approximately with tables: 70 Seats approximately without tables: 110
<input type="checkbox"/> Field Hall	\$50.00	Seats approximately: 35
<input type="checkbox"/> Judson Hall	\$100.00	Seats maximum with tables: 40 Seats maximum without tables: 60
<input type="checkbox"/> Fellowship Hall	\$200.00	Seats approximately with tables: 200 Seats approximately without tables: 300
<input type="checkbox"/> Full size Kitchen	\$150.00	3 hours minimum charge. Located in the basement by the Fellowship Hall
<input type="checkbox"/> *Classroom	\$100.00*	Cost is per room. Located upstairs. 5 classrooms available Seats approximately without tables: 25
<input type="checkbox"/> Parking Lot	\$50.00	
<input type="checkbox"/> Patio	\$50.00	<i>*Air conditioning is available in these rooms.</i>

Guidelines:

1. A member of FBC Redlands staff or an appointed person from the staff must be on site to oversee the event and be able to open and lock up the facility.
2. Requesting group must submit proof of liability insurance prior to any room usage.
3. A security deposit of \$100.00 must be paid upon your request and will not be refunded if cancellation is made less than 30 days prior to the event's scheduled day.
4. In addition, a \$100.00 room deposit is required after the request is approved and the remaining balance paid 2 weeks prior to the room use.
5. The charge for each additional hour (after the 2nd hour) will be 1/2 of the hourly rate.
6. Deposits and fees may be modified by the Finance and Property Commission at the time the request is processed. All deposits and fees will be paid in advance with checks made out to "FBC Redlands."
7. If the event includes kitchen use, an additional \$100.00 security deposit is required.
8. Groups must set up and clean up after each room use. If the rooms require set up or clean up from the church, a custodial fee will be deducted from the deposit fee. The group will be billed for the remaining balance if additional custodial care is required.
9. The custodial hourly rate is **\$35.00 (2 hour minimum)** when he is the main staff person in charge of an event. The custodian will be paid **\$20.00 (2 hour minimum)** when he is not the main staff person overseeing the event and is present to only assist with minor setup and cleanup.
10. Heating is available in all rooms.
11. Tables and chairs are available upon request when the reservation is made.

(Approved on September 9, 2003 by the Property & Finance Commission)