



SCHEDULE OF FEES AND HONORARIUMS

As compensation for the use of the building including heat, lights, wear and tear, and for services of personnel. Fees will be charged in accordance with the following schedule. Please make individual checks to each of the staff persons (e.g. pastor, custodian, organist/pianist, etc.) These fees are NOT tax-deductible items. If any of these fees/honorariums create a significant financial hardship, please consult with the scheduler.

FACILITY RENTAL AGREEMENT

	Active Members	Non-Members	Fee collected
BOOKING (Non-Refundable)	\$75.00	\$100.00	_____
Amount due when date of event is reserved			
SECURITY DEPOSIT	\$100.00	\$300.00	_____
Non-refundable – applied to balance of rental fees			
FACILITIES FEE:			
Rental of Sanctuary	\$200.00	\$700.00	_____
Rental of Vestry/Kitchen for Reception	\$150.00	\$300.00	_____
Rental of Class Room(s) (Hourly Fee)			_____
<i>MP Room \$75 Exe. Board Room \$50 Standard Classroom \$25</i>	Flat Fee	Hourly Fee	_____
HONORARIUMS:			
a) Minister	\$150.00	\$200.00	_____
b) Organist/Pianist	\$150.00	\$175.00	_____
c) PCJC Wedding Coordinator	\$150.00	\$200.00	_____
d) Audio Sound	\$ 100.00	\$ 200.00	_____
e) Media Presentation Slides & Design	\$ 75.00	\$ 75.00	_____
<i>A \$50 hourly rate applies for work exceeding one hour of work time</i>			
f) Janitorial Service:			
Sanctuary only	\$100.00	\$200.00	_____
Sanctuary & Fellowship Hall	\$200.00	\$350.00	_____
PRE-MARITAL COUNSELING:			
Counseling Assessment & Inventory	\$50.00	\$100.00	_____
Counseling Sessions (4)	\$200.00	\$400.00	_____
Additional Counseling Sessions (if needed)	\$50.00	\$100.00/hour	_____
CATERING CULINARY SERVICE:			
Staff time & Preparation	\$600.00	\$600.00	_____
-Does Not Include Food-			
Request Menu Selection		Total Cost	_____

Requester Name (Please Print)	Signature	Date
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SEND SIGNED COPY TO:
 C/o: Church Secretary
 401 Elm St. Peoria, IL 61605
 Ph: (309) 674-1924

***PLEASE NOTE: All above fees must be paid in full two weeks prior to the event with the exception of the Non-refundable Deposit fee which is due at the time you request a date on the church calendar.



The church, fellowship hall, kitchen, and educational facilities are available for personal use on a case-by-case basis at the discretion of our ministerial staff when such use is appropriate and presents no conflict for scheduled or possible Pentecostal Church of Jesus Christ activities.

The information below must be filled out as completely as possible and submitted to the church office at least two weeks in advance of the requested date. Submission less than two weeks out does not eliminate the possibility of use, but can increase the difficulty in fulfilling requests.

Fees:

Security deposit for non-members: \$ _____

- Facility Fee (includes fellowship hall, kitchen, and classrooms):
- Others: fees for classroom or other areas and needs will be dealt with on a case by case basis.
- All fees are subject to adjustment by the pastor or staff scheduler of Pentecostal Church of Jesus Christ.
- All deposits and fees are due prior to event date and reservations will not be finalized until paid.

Expectations:

- Renting groups & individuals will be responsible for repair or replacement of any damage caused by their use.
- Renting groups & individuals will leave the building clean and any equipment in the same condition it was provided.
- Renting groups & individuals will be finished with all clean up and out of the building on time and no later than 10:00 PM.
- The Pentecostal Church of Jesus Christ is not responsible for loss caused by the vending machines.
- The Pentecostal Church of Jesus Christ is not responsible for any injury or loss experienced by the renting group or individual or any one associated with the renting group or individual during the rental use of our facilities.

Church Agreement:

I _____ have read and agree to abide by the guidelines outlined in the Pentecostal Church of Jesus Christ Damage Agreement. I agree to take the necessary action and fiscal responsibility in rendering payment for any needed repairs or the replacement of items defaced or damaged as a result of this event.

Signature of renter or group

Date _____

Signature of staff scheduler

FOR OFFICE USE ONLY Received on: _____ Route to: ___ Office ___ Financial Secretary ___ Facilities Director



CHURCH FACILITIES RENTAL/ USE AGREEMENT

The church, sanctuary, fellowship hall, kitchen, meeting rooms and classrooms are available for personal use on a case- by- case basis at the discretion of our ministerial staff when such use is appropriate and presents no conflict for scheduled or possible Pentecostal Church of Jesus Christ activities.

All rental requests forms must be filled out as completely as possible and submitted to the church office at least two weeks in advance of the requested date with rental deposit. Submission less than two weeks out does not eliminate the possibility of use, but can increase the difficulty in fulfilling requests. (i.e. facility request form, church facilities rental/use agreement).

Fees:

- Security deposit for non-members: \$_____ (non-refundable)
- Facility Fee (includes fellowship hall, kitchen, and classrooms):
- Others: fees for classroom or other areas and needs will be dealt with on a case by case basis.
- All fees are subject to adjustment by the pastor or staff scheduler of Pentecostal Church of Jesus Christ.
- All deposits and fees are due prior to event date and reservations will not be finalized until paid.

Expectations:

- Renting groups & individuals will be responsible for repair or replacement of any damage caused by their use.
- Renting groups & individuals will leave the building clean and any equipment in the same condition it was provided.
- Renting groups & individuals will be finished with all clean up and out of the building on time and no later than 10:00 PM.
- The Pentecostal Church of Jesus Christ is not responsible for loss caused by the vending machines.
- The Pentecostal Church of Jesus Christ is not responsible for any injury or loss experienced by the renting group or individual or anyone associated with the renting group or individual during the rental use of our facilities.

I _____, have read and agree to abide by the guidelines outlined in the Pentecostal Church of Jesus Christ Damage Agreement. I agree to take the necessary action and fiscal responsibility in rendering payment for any needed repairs or the replacement of items defaced or damaged as a result of this event.

Requester Name (Please Print)

Signature

Date

SEND SIGNED COPY TO:

C/o: Church Secretary
401 Elm St. Peoria, IL 61605
Ph: (309) 674-1924

FACILITY RENTAL AGREEMENT