Linwood Church of Christ USE OF FACILITY FEES & FORM

Members		Members are individuals whose name is on the Linwood membership roster, including all family members and friends.			
CODE	EVENT	FEE	BENEFITS		
1	General Use of Facility	Free	<u>Utilization</u>		
3	Banquets – Ministry Related (Linwood Carter) Banquets – Ministry Related (Outside Carter)	Free Facility Usage. Unless you provide your own CD Player, Audio Engineering is \$30 (must provide own music on a CD and a music itinerary). & Some fees may still apply, coordination must be done with the Finance, Pantry, Kitchen and Dining Ministries (average cost of food: \$3.00 per Person)	Main Sanctuary, Fellowship Hall, Class Rooms, Ministry (Conference Room), Restrooms, Hallways, and Lots. (Offices		
4	Banquets – Non Ministry Related (Linwood Cater)	Free Facility Usage. Unless you provide your own CD Player, Audio Engineering is \$30 (must provide own music on a CD and a music itinerary). & Other fees are based upon the discretion of the: Kitchen Ministry (food purchase & preparation) (average cost of food: \$3.00 per Person) & Dinning Ministry (Decorations & Set Up), unless you are doing it yourself. In addition, you must purchase your own dishware, and decorations.	(Administration, Finance, Audio Studio, Pantry, and Kitchen), equipment, and supplies are restricted to those responsible for those		
5	Banquets – Non Ministry Related (Outside Cater)	Free Facility Usage. Unless you provide your own CD Player, Audio Engineering is \$30 (must provide own music on a CD and a music itinerary). Linwood has no role in the kitchen and dining operations, unless stated by the host and adhere to the discretion of the kitchen and dining ministry fees. In addition to purchasing your own dishware, and decorations, the Kitchen and Dining Ministry must be made aware of the facilities and/or equipment being used.	offices, equipment, and supplies (<u>FOR USE</u> : YOU MUST GAIN PERMISSION FROM THOSE RESPONSIBLE))		
6	Funerals Only	Free Services Unless you provide your own CD Player, you must provide own music on a CD and a music itinerary for the Audio Engineering.	Guards 1 guard is included within		
7	Funerals' Repast Only (Linwood Cater)	Free Facility Usage & \$3.00 per Person (meal). Coordination must be done with the Finance, Kitchen, Pantry, and Dining Ministries.	the fees for Weddings & Funerals Only up to 4 hours.		
8	Funeral's Repast Only (Outside Cater)	Free Facility Usage & Linwood has no role in the Kitchen and dining operations, unless stated by the host. In addition, to dishware, and decorations being free, the Kitchen and Dining Ministry must be made aware of the facilities and/or equipment being used.	After 4 hours there is a \$15.00 fee per hour		
9	Funeral & Repast (Linwood Cater)	Free Services & Facility Usage. Unless you provide your own CD Player, you must provide own music on a CD and a music itinerary for the Audio Engineering). & \$3.00 per Person (meal). Coordination must be done with the Finance, Kitchen, Pantry, and Dining Ministries.	For other use of the facility, guards are optional and if we are to provide one, it is a		
10	Funeral & Repast (Outside Cater)	Free Services & Facility Usage. Unless you provide your own CD Player, you must provide own music on a CD and a music itinerary to the Audio Engineering. & Linwood has no role in the Kitchen and dining operations, unless stated by the host. In addition, to dishware, and decorations being free, the Kitchen and Dining Ministry must be made aware of the facilities and/or equipment being used.	\$50 fee for up to 4 hours. After 4 hours there is a \$15.00 fee per hour in addition to the facility fee		
11	Meetings Only	Free Facility Usage			
12	Meetings & Reception – Ministry Related (Linwood Cater)	Free Facility Usage & some fees may still apply, coordination must be done with the Finance, Pantry, Kitchen and Dining Ministries (average cost of food: \$3.00 per Person)	<u>Janitorial</u>		
13	Meetings & Reception – Ministry Related (Outside Cater)		Basic Janitorial Fees (cleaning restrooms,		
14	Meetings & Reception – Non Ministry Related (Linwood Cater)	Free Facility Usage & Other fees are based upon the discretion of the: Kitchen Ministry (food purchase & preparation) (average cost of food: \$3.00 per Person) & Dinning Ministry (Decorations & Set Up), unless you are doing it yourself. In addition, you must purchase your own dishware, and decorations.	vacuuming, and mopping are incorporated within the fees, however. Individuals must pick, up and throw		
15	Meetings & Reception – Non Ministry Related (Outside Cater)	Free Facility Usage, however. Linwood has no role in the kitchen and dining operations, unless stated by the host and adhere to the discretion of the kitchen and dining ministry personal fees. In addition to purchasing your own dishware, and decorations, the Kitchen and Dining Ministry must be made aware of the facilities and/or equipment being used.	away trash, and put items and equipment back where they were prior to using them.		
16	Weddings Only	\$200 for Services & Facility Usage. Unless you provide your own CD Player, Audio Engineering is \$30 (must provide own music on a CD and a music itinerary).			
17	Wedding Reception Only (Linwood Cater)	\$300 for Facility Usage and other fees are based upon the discretion of the: Kitchen Ministry (food purchase & preparation) (average cost of food: \$3.00 per Person) & Dinning Ministry (Decorations & Set Up), unless you are doing it yourself. In addition, you must purchase your own dishware, and decorations.			
18	Wedding Reception Only (Outside Cater)	\$300 for Facility Usage, however. Linwood has no role in the kitchen and dining operations, unless stated by the host and adhere to the discretion of the kitchen and dining ministry personal fees. In addition to purchasing your own dishware, and decorations, the Kitchen and Dining Ministry must be made aware of the facilities and/or equipment being used.			
19	Wedding & Reception (Linwood Cater)	\$500 for Services, Facility Usage. Unless you provide your own CD Player, Audio Engineering is \$30 (must provide own music on a CD and a music itinerary). Other fees are based upon the discretion of the: Kitchen Ministry (food purchase & preparation) (average cost of food: \$3.00 per Person) & Dinning Ministry (Decorations & Set Up), unless you are doing it yourself. In addition, you must purchase your own dishware, and decorations.			
20	Wedding & Reception (Outside Cater)	\$500 for Services & Facility Usage. Unless you provide your own CD Player, Audio Engineering is \$30 (must provide own music on a CD and a music itinerary). Linwood has no role in the kitchen and dining operations, unless stated by the host and adhere to the discretion of the kitchen and dining ministry personal fees. In addition to purchasing your own dishware, and decorations, the Kitchen and Dining Ministry must be made aware of the facilities and/or equipment being used.			
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Linwood Church of Christ USE OF FACILITY FEES & FORM

Non-Members		Non - Members are individuals whose name is not on the Linwood including all family members and friends.	l membership roster,
CODE	EVENT	FEE	BENEFITS
21	General Use of Facility	\$50 for Facility Usage up to 1 hour (& \$25 for each hour after)	<u>Utilization</u>
22	Banquets (Linwood Carter)	\$50 for Facility Usage up to 1 hour (& \$25 for each hour after). Unless you provide your own CD Player, Audio Engineering is \$30 (must provide own music on a CD and a music itinerary).	Main Sanctuary, Fellowship Hall, Class Rooms, Ministry
23	Banquets (Outside Carter)	In addition, Other fees are based upon the discretion of the: Kitchen Ministry (food purchase & preparation) (average cost of food: \$3.00 per Person) & Dinning Ministry (Decorations & Set Up), unless you are doing it yourself. In addition, you must purchase your own dishware, and decorations.	(Conference Room), Restrooms, Hallways, and Lots. (Offices (Administration, Finance,
24	Funerals Only	\$300 for Services & Facility Usage. Unless you provide your own CD Player, Audio Engineering is \$30 (must provide own music on a CD and a music itinerary).	Audio Studio, Pantry, and Kitchen), equipment, and
25	Funerals' Repast Only (Linwood Cater)	\$300 for Facility Usage & \$3.00 per Person (meal). Coordination must be done with the Finance, Kitchen, Pantry, and Dining Ministries.	supplies are restricted to those responsible for those
26	Funeral's Repast Only (Outside Cater)	\$300 for Facility Usage & Linwood has no role in the Kitchen and dining operations, unless stated by the host. In addition, to purchasing your own dishware, and decorations, the Kitchen and Dining Ministry must be made aware of the facilities and/or equipment being used.	offices, equipment, and supplies (<u>FOR USE</u> : YOU MUST GAIN PERMISSION FROM THOSE
27	Funeral & Repast (Linwood Cater)	\$300 for Services & Facility Usage. Unless you provide your own CD Player, Audio Engineering is \$30 (must provide own music on a CD and a music itinerary). & \$3.00 per Person (meal). Coordination must be done with the Finance, Kitchen, Pantry, and Dining Ministries.	RESPONSIBLE))
28	Funeral & Repast (Outside Cater)	\$300 for Services & Facility Usage. Unless you provide your own CD Player, Audio Engineering is \$30 (must provide own music on a CD and a music itinerary). & Linwood has no role in the Kitchen and dining operations, unless stated by the host. In addition, purchasing your own dishware, and decorations, the Kitchen and Dining Ministry must be made aware of the facilities and/or equipment being used.	Guards 1 guard is included within the fees for Weddings & Funerals Only up to 4 hours. After 4 hours there is a
29	Meetings Only (Community Related)	Free	\$15.00 fee per hour
30	Meetings & Reception (Community Related) (Linwood Cater)	Free Facility Usage, however. Other fees are based upon the discretion of the: Kitchen Ministry (food purchase & preparation) (average cost of food: \$3.00 per Person) & Dinning Ministry (Decorations & Set Up), unless you are doing it yourself. In addition, you must purchase your own dishware, and decorations.	For other use of the facility, guards are optional and if we are to provide one, it is a \$50 fee for up to 4 hours.
31	Meetings & Reception (Community Related) (Outside Cater)	Free Facility Usage, however. Linwood has no role in the kitchen and dining operations, unless stated by the host and adhere to the discretion of the kitchen and dining ministry personal fees. In addition to purchasing your own dishware, and decorations, the Kitchen and Dining Ministry must be made aware of the facilities and/or equipment being used.	After 4 hours there is a \$15.00 fee per hour in addition to the facility fee
32	Meetings Only (Non-Community Related)	\$50 for Facility Usage up to 1 hour (& \$25 for each hour after)	
33	Meetings & Reception (Non-Community Related (Linwood Cater)	\$50 for Facility Usage up to 1 hour (& \$25 for each hour after) Other fees are based upon the discretion of the: Kitchen Ministry (food purchase & preparation) (average cost of food: \$3.00 per Person) & Dinning Ministry (Decorations & Set Up), unless you are doing it yourself. In addition, you must purchase your own dishware, and decorations.	Janitorial Basic Janitorial Fees (cleaning restrooms,
34	Meetings & Reception (Non-Community Related) (Outside Cater)	\$50 for Facility Usage up to 1 hour (& \$25 for each hour after), however. Linwood has no role in the kitchen and dining operations, unless stated by the host and adhere to the discretion of the kitchen and dining ministry personal fees. In addition to purchasing your own dishware, and decorations, the Kitchen and Dining Ministry must be made aware of the facilities and/or equipment being used.	vacuuming, and mopping are incorporated within the fees, however. Individuals must pick, up and throw away trash, and put items and equipment back where
35	Weddings Only	\$250 for Services & Facility Usage. In addition, unless you provide your own CD Player, Audio Engineering is \$30 (must provide own music on a CD and a music itinerary)	they were prior to using them.
36	Wedding Reception Only (Linwood Cater)	\$350 for Facility Usage and other fees are based upon the discretion of the: Kitchen Ministry (food purchase & preparation) (average cost of food: \$3.00 per Person) & Dinning Ministry (Decorations & Set Up), unless you are doing it yourself. In addition, you must purchase your own dishware, and decorations.	
37	Wedding Reception Only (Outside Cater)	\$350 for Facility Usage, however. Linwood has no role in the kitchen and dining operations, unless stated by the host and adhere to the discretion of the kitchen and dining ministry personal fees. In addition to purchasing your own dishware, and decorations, the Kitchen and Dining Ministry must be made aware of the facilities and/or equipment being used.	
38	Wedding & Reception (Linwood Cater)	\$600 for Services, Facility Usage. Unless you provide your own CD Player, Audio Engineering is \$30 (must provide own music on a CD and a music itinerary). In addition, other fees are based upon the discretion of the: Kitchen Ministry (food purchase & preparation) (average cost of food: \$3.00 per Person) & Dinning Ministry (Decorations & Set Up), unless you are doing it yourself. In addition, you must purchase your own dishware, and decorations.	
39	Wedding & Reception (Outside Cater)	\$600 for Services & Facility Usage. Unless you provide your own CD Player, Audio Engineering is \$30 (must provide own music on a CD and a music itinerary). Linwood has no role in the kitchen and dining operations, unless stated by the host and adhere to the discretion of the kitchen and dining ministry personal fees. In addition to purchasing your own dishware, and decorations, the Kitchen and Dining Ministry must be made aware of the facilities and/or equipment being used.	
	Revised 2/9/2012	1 1 1	ı

Linwood Church of Christ USE OF FACILITY FEES & FORM

Today's Date:	ay's Date: Requestor		or's Name:			Contact #			
Requestor's Address:									
Event Code:	Date	of Event:		Alternate Date:	Time o	f Event:	То		
Amount of People Atten	ding:	_							
		Bride's Nan				Contact #			
For Weddings (if applic	able) _	Bride's Addre					T		
		Groom's Nan	ie:			Contact #			
	G	room's Addre	ss:						
For Funerals (if applic	able)	Name of Dec	eased:						
	Name	of Funeral Di	ector:			Contact #			
Is this a more than one	day eve	nt?							
Is Audio Equipme	nt neede	ed?		If yes, along with dates	and times, please in	dicate in detail b	elow:		
Is Audio Engineeri	ng neede	ed?							
Is Video Equipme									
Are there any rehearsal									
Do you need Secur	itv Guard	ds?							
	•								
(1 guard is included with for Weddings & Funerals									
4 hours. After 4 hours there is a							_		
\$15.00 fee per hour)							_		
(For other use of the faci are optional and if we are		ds							
provide one, it is a \$50 fe		to							
4 hours. After 4 hours th							_		
\$15.00 fee per hour in active the facility fee)	ldition to)							
Policies & Procedures									
1. All areas utilized must be cleaned the same day and left in the same physical and decorative condition prior to utilizing it.									
 All contractual agreements must be adhered to, to prevent additional charges. Linwood Church of Christ is not responsible for anything left behind, damaged, or lost items. 									
						Sexual Connota	ations, and No		
4. The following is not allowed in or around the facility: No Dancing, No Alcoholic Beverages, No Smoking, No Sexual Connotations, and No Musical Instruments inside the Main Sanctuary									
				t prior consent of the Kitche			af the a feether:		
				hours. If more time is requi provide own music on a CD a					
7. Audio: Unless you provide your own CD player, you must provide own music on a CD and a music itinerary. For sound engineering, the sound engineer must be contacted and coordinated through the									
facility coordinators. 8. Linwood Church of Christ reserves the right to alter this contract, even cancelation to reflect the priorities of Linwood Church of Christ.									
Requestor's Signature:						Today's Date:			
Amount Enclosed:									