The following fees are for the use of Millbrook Presbyterian Church Facilities on a short term (several hours up to one week) basis. Any other use of Millbrook Presbyterian Church shall be constituted as a LEASE and shall be subject to a normal LEASE AGREEMENT.

Anyone arranging for the use of the facilities at Millbrook Presbyterian Church is responsible for the cleanliness, safety and security and damage of all facilities used as well as any ancillary damage that may occur to other parts of the facility while the facility is being used. A mandatory security deposit shall be charged and will be returned (all or a portion) upon inspection of the facility and it being deemed left in an undamaged and clean condition.

All parties wishing to make use of the Millbrook Presbyterian Church Facility shall furnish Millbrook Presbyterian Church with a current Certificate of Liability Insurance naming Millbrook Presbyterian Church as ADDITIONAL INSURRED during the time of use. Millbrook Presbyterian Church is to be held free of all liability in connection with the use of any of our facilities.

At no time will Millbrook Presbyterian Church allow the use of their Musical Instruments by an outside entity.

Catering is at renter’s expense and shall be contracted separately with the catering company of renter’s choice and approval of Millbrook Presbyterian Church.

**SECURITY DEPOSIT - General: $500.00 (Separate Check)**

**FELLOWSHIP HALL: $700.00**

**KITCHEN: $200.00**

**KITCHEN EQUIPMENMT $500.00 (Separate Check)**

**SECURITY DEPOSIT**

**SANCTUARY: $400.00**

**CALVIN’S CAFÉ/LIBRARY: $100.00**

**WEDDINGS Please refer to the Wedding Handbook Available in the Church Office for suggested fees, prices could exceed the ones listed if you add items.**

**FUNERALS (Sanctuary): $200.00**

**PARKING LOT ONLY: $200.00**

**COURTYARD LAWN ONLY: $200.00**

**CUSTODIAL FEE: $300.00**

**SOUND TECH: $400.00 (Separate Check)**

**SECURITY: Going Rate for our Security Company (quoted at time of Application) or you may furnish your own Security upon approval of Millbrook Presbyterian Church.**

 **When the Sanctuary is used there must be a minimum of two (2) Security Personnel on site always during use. Number of Security will be determined at the time of Application.**

**TABLECLOTHS: $15.00 ea**

**PASTOR STIPEND This would be for Weddings and Funerals and is between you and the Pastor**

**FUNCTION THAT LASTS PAST 10 PM ON A SATURDAY EVENING WILL BE SUBJECT TO AN ADDITIONAL $300.00 CUSTODIAL FEE.**

**If you require the use of tables and/or chairs for a Parking Lot Event or Courtyard Lawn Event or when not using the Fellowship Hall, contact the office for a price quote on the individual items and the extra Security Deposit (above and beyond any security deposit listed herein).**

**Items in the Kitchen (serving platters, cake plates, tea plates and cups, silverware, stove, etc. are used at your own risk and breakage will be taken out of the separate “Kitchen Equipment” security deposit).**