

ARLINGTON REFORMED CHURCH

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Worksheet for Assessing Facility-Use Fees

Fees listed are up to 3 hours use. Fees per additional hours are added

Room or Area	Base Price for Up to 3 Hours Use	Per Additional Hour
Fellowship Hall/Gym	\$300	\$75
Sanctuary	\$300	\$75
Classrooms/Nursery	\$60	\$15
Conference Room	\$120	\$30
Lower Level	\$220	\$55
Reservation Fee*	\$100	
Total:	\$ _____ +	\$ _____ = \$ _____

* A \$100 deposit must be provided to book any dates on the calendar. A three-week notice must be provided for any cancellations. A \$25 nonrefundable deposit fee is kept on booking totals up to \$400, a \$60 nonrefundable fee is kept on bookings up to \$600. Payment in full is required at least one week prior to event.

Notice of cancellation after that will result in zero refund of deposit and paid balance. Every effort will be afforded in finding a date to reschedule the event for unavoidable cancellations-but not guaranteed.

Checking the church website calendar helps but is not a guarantee of available space as the calendar is updated often.

We look forward to hearing from you.