

FACILITY USE FEE SCHEDULE

FEES

Space	Member	Outside Group
Sanctuary (sound and video screens available)	Rate: No Charge* Deposit: No charge	Rate: \$325/day* Deposit: \$200
First Floor Welcome Center	Rate: \$100/day Deposit: \$150	Rate: \$150/day Deposit: \$150
Upstairs Café	Rate: \$50/day Deposit: \$50	Rate: \$75/day Deposit: \$50
Second Floor Fellowship Room (sound and video screens available)	Rate: \$100/day/side* Deposit: \$100	Rate: \$200/day/side* Deposit: \$200
Kitchen w/food prep	Rate: \$100/day Deposit: \$100	Rate: \$200/day Deposit: \$200
Nursery (Welcome Center)	Rate: \$50/day Deposit: \$50	Rate: \$75/day Deposit: \$50
Classrooms (Applies to all classrooms throughout)	Rate: \$50/day Deposit: \$50	Rate: \$75/day Deposit: \$50
Loomis Center Gym (sound available)	Rate: \$100/day* Deposit: \$100	Rate: \$150/day* Deposit: \$100
Upstairs Youth Room	Rate: \$75/day Deposit: \$75	Rate: \$100/day Deposit: \$100

* Additional fees may apply for use of the sound and video equipment available for use in the rooms indicated. If your event requires use of the sound and/or video equipment:

1. The Sound and Video Operator Request Form must be completed and submitted through the MLC Office Manager.
2. A Memorial sound/video operator reservation must be secured through the MLC Office Manager.
3. A Memorial sound/video operator must be present at the event to assist with utilizing sound/video equipment.
4. The MLC Office Manager will provide information on any additional fees required.

Fifty percent of final rental cost is required to hold and secure a reservation of space. The balance of unpaid fees is due and payable a week before the scheduled event.

Approved by the MLC Leadership Team September 2018