

## Building Use Fee Calculations

**Fees based on the following which includes set up time, event, and clean up time needed:**

**Minimum:** Half-day use (up to 4 hours). Full-day use (more than four hours).

**Discounts:** Multiple-use (use on regular basis many times) groups are offered a 10% discount. Nonprofits or groups compatible with the mission of the New Ark: 25% discount.

**NAUCC members** may reserve rooms at no fee; donations are appreciated.

**Non-Member Service Fees:** For such events as weddings or funerals that require the professional services of the pastor or a musician, the following minimum fees are suggested: Pastor: \$200; Musician: \$100. Checks for these individuals should be made out to the individual, not the church.

**Basic fees, per room** without discounts or other considerations:

Large rooms (Sanctuary, Wells Hall, Kitchen) - \$100 for full day, \$60 half day

Small rooms (Nursery, Kinderkirk, SS Rooms, Lounge) - \$50 for full day, \$30 for half day

Type of Space Rented:	X	Fee per room			
Sanctuary					
Wells Hall					
Lounge					
Nursery					
Kinderkirk					
Sunday School Rooms					
Kitchen					
Additional Services Needed					
Pastor					
Musician					
<b>Discount if applicable</b>		<b>Total w/Discount</b>	<b>Date Received</b>	<b>Check # or Cash</b>	
<b>Non discounted fees</b>		<b>Final Cost total</b>	<b>Date Received</b>	<b>Check # or Cash</b>	
<b>Refundable deposit (\$300)</b>		<b>Date Received</b>	<b>Check # or Cash</b>	<b>Date check returned</b>	<b>Date check deposited</b>

## Conditions

Rental space is available throughout the year except for weeks that coincide with religious holidays such as Christmas and Easter and other events important to the life of the New Ark United Church of Christ. If your event is scheduled at a time when the church has need of space for a funeral or other special event, renters will be offered space at another time or be given a refund of the rental fee.

**Key:** The contact/responsible party (per signature on the contract) will arrange with our Administrative Assistant how to enter the building. Office hours: Monday-Friday 10am to 2pm.

The rental group is not allowed in the building other than the duration of their rental hours. The rental group must leave the building in the condition and arrangement it was in upon arrival.

We now require a \$300 deposit (due two weeks before the rental) to cover any extra cleaning or any repairs to our facility from damage caused during your rental of our property. This amount will be returned in full if our facility is reasonably clean and undamaged following your rental. Saturday renters must leave the building clean and ready for worship on Sunday morning.

Our building is a **non-smoking** facility. Smoking is permitted outside the building.

The rental group is responsible for **removing garbage**: there are garbage cans and **recycle** cans in the parking lot. Please be observant of which can is appropriate for your disposables.

The rental group must respect the **reserved parking spaces** in the parking lot, including instructing guests to not park in the yellow-lined parking spots or in the fire lane, and monitor for compliance.

**Payment** is due two weeks before the event and is not refundable unless the space reserved is not useable as expected, including heat and air conditioning provided. Note that office hours are Monday-Friday, 10am to 2pm, or mail a check to: New Ark UCC, 300 East Main Street, Newark, DE 19711.

Should you encounter any difficulties during your rental times, **emergency numbers** are: (410) 398-6844, (410) 398-4590 or (302) 368-8482. Call 911 for fire, injury or police.

**\*\*The sponsoring group assumes all responsibility for the safety and well-being of their guests, holding the church not liable or responsible for any lost, damaged or stolen property or personal injury.\*\***