



FACILITY USE FEE SCHEDULE

First Alliance Church Toccoa

A signed *Use of Facility Agreement* is required before any event date is secured. All fees (as appropriate) are due no later than one week prior to the event date via check made out to First Alliance Church or cleared through our digital giving option.

Members/Adherents (Class B) assume personal liability responsibility for any personal or sponsored events they schedule beyond any obvious negligence of First Alliance Church Toccoa.

All usage by outside groups (Class C) require a certificate of insurance liability naming First Alliance Church Toccoa, GA as an additional insured and is required before keys are released. The church bears no responsibility for event participants who may sustain injury or harm during the event or any related part of the event.

It is the responsibility of the requesting party to come during regular office hours prior to their event to pick up any necessary keys. Keys are due back within 2 business days after the event.

	Official Church Ministry Activities (Class A)	Members/Adherents Personal or Sponsored Events (Class B)	Approved Outside Groups (Class C)
Usage Fee and Deposit covering utilities and basic custodial costs. \$50 will be refunded if space is left clean and as found.	\$0	\$50 (fully refundable)	\$100
Rental*: Outside Space (sports field or parking lot)	\$0	\$0	\$50
Rental*: Small Space (each classroom)	\$0	\$0	\$50
Rental*: Medium Space (Multi-Purpose Room or Clubhouse)	\$0	\$0	\$75

Rental*: Fellowship Hall	\$0	\$0	\$150
Rental*: Gym Floor	\$0	\$0	\$100
Rental*: Large Space (Sanctuary or exclusive use of Family Life Center)	\$0	\$0	\$300
Kitchen Fee: Basic Use (no range or dishwasher)	\$0	\$25	\$150
Kitchen Fee: Full Use (with range & dishwasher)	\$0	\$100	\$300
A/C of main Gym floor (The Family Life Center gym floor is not normally cooled. If you require this for your event, there is a surcharge to cover the cost of this.)	0	\$75	\$150
Additional Cleaning Fee (if you do not wish to fulfil the expectations of #8, you will forfeit your deposit and be charged an additional fee.)			
	N/A - Church ministries are expected to fulfil basic cleaning expectations.	\$25/hour with a \$25 minimum	\$50/hour with a \$50 minimum
Lost Key Fee			
	\$25	\$25	\$25
A/V Technician (for use of sound system, computer, projector)			
	\$0	\$150 for up to 4 hours. Each additional hour is \$50/hour.	\$225 for up to 4 hours. Each addt. hour is \$75/hour.
Flat Screen TV	\$0	\$0	\$50
Wedding Package (includes Wedding Rehearsal, Wedding Ceremony, Wedding Reception with use of Kitchen, FACT Wedding Liaison, A/V Technician Fee, Cleaning Fee, time for decorating, the use of basic wedding items, and A/C of gym if requested. Additional items are available with a per item charge.			
	N/A	\$500	\$1200

Additional Information:

- The return of your Usage Deposit is dependent on 3 factors:
 - The completion of expected cleaning tasks.
 - Leaving the area(s) used as you found them.
 - Lack of damage or missing items.
- **Deposits** will be returned within 7-10 business days. You will be liable for damage or cleaning services that exceed the deposit portion of your Usage Fee and will be billed, due within 7 business days. Failure to pay will prohibit you using the facilities in the future.
- **Members/Adherent Sponsored Events** (Class B) require the member/adherent to be present for the event and to be the responsible party.
- **Church Supplies** (cups, plates, napkins, plastic ware, etc.) are available for *Official Church Ministry Activities (Class A)* only. It is expected that *Member/Adherent Personal or Sponsored Events (Class B)* and *Approved Outside Groups (Class C)* provide their own supplies.
- **The Sanctuary** can only be rented for spiritually themed purposes.
- **Rental Fees** include up to 6 hours of use for Outside, Small, Medium, and Fellowship Hall spaces. Large spaces and Kitchen fees are for use for one day.
- There will be no facility charge for a basic **funeral service** involving only the Sanctuary by outside groups (Class C). Appropriate honorariums are still expected for sound and other provided support personnel. Fees for outside groups (Class C) that want to hold a meal will apply.
- **Adjustments** to this fee schedule can be made for good cause reasons by the church staff in view of the mission of First Alliance Church and ministry priorities.