

**ST. JOHN'S EPISCOPAL CHURCH  
FACILITIES USE - FEE SCHEDULE FOR SINGLE EVENTS**

Space	Area	Capacity	Security Deposit (2)	Room Only Hourly Rates(1)			Kitchen(4)
				Parishioner	Non-Profit	For-Profit	
Parish Hall (3)(5)(6)(7)	55' x 39'	304 chairs only 142 tables and charis	\$250	\$25	\$150	\$250	Full/Partial
Undercroft (3)(5)(6)	44' x 37'	223 chairs only 104 tables and chairs	\$250	\$50	\$100	\$200	Full/Partial
Chapter Room (5)(6)	28' x 22'	30	\$100	\$0	\$50	\$100	N/A
Thorne	20' x 13'	20	\$100	\$0	\$20	\$40	N/A
Living Room	32' x 14'	15	\$100	\$0	\$20	\$40	N/A
Classroom 1	23' x 11'	20	\$100	\$0	\$20	\$40	N/A
Classroom 2	27' x 11'	20	\$100	\$0	\$20	\$40	N/A

Lower Kitchen Use Flat Fees

Full Use	\$50	\$50	\$250
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**Notes:**

(1) Parishioner usage is for personal use of space, such as for a birthday party or similar gathering; any use by an organization, even if a parishioner is a member of said organization, is considered either non-profit or for-profit use

(2) This is a refundable deposit. There is an additional key deposit of \$100 if required by Rental Agreement

(3) A representative of SJEC may be required at a cost of \$150 Mon-Fri or \$200 on weekends.

(4) Partial kitchen use (both kitchens) includes use of refrigerator, counters and sink, but no meal preparation. No fee for partial use.

Full kitchen use (lower kitchen only) includes meal preparation and is available upon request, at an additional fee.

No dishes, flatware, or glasses are available for use in either kitchen.

(5) St. John's has a maximum of 22 rectangular tables (72"x30"), 6 square tables (36"x36") and 120 chairs available; user must supply tables and chairs in excess of that number.

(6) There is an additional flat fee (\$35 on weekdays, \$50 on weekends) if St. John's sets up for event. If group sets up, add one hour to rental time.

(7) Use of the stage is included in the rental of the Parish Hall. The loft is not to be used at any time.