



**Facility Fee Schedule
(Effective 2012)**

The following deposits and fees apply to groups and individuals requesting to use the church’s facilities and services. *NOTE: Wedding events and large outside group events (utilizing multiple rooms and the Nave for example) are subject to a separate fee schedule.*

- I. **Security Deposits:** A security deposit is required as soon as a room request has been confirmed. Checks for security deposits should be made payable to *Holy Innocents’ Episcopal Church* and sent directly to the attention of Rena Stallworth, HIEC Events Coordinator. Please indicate “security deposit” in the memo section of your check.

Security deposits are determined as follows:

Room	Deposit
Nave	\$400.00
Christ Chapel	\$200.00
Bishop Commons	\$150.00
Inglett Hall (All Three Rooms)	\$150.00
Inglett Hall Room A	\$50.00
Inglett Hall Room B	\$50.00
Inglett Hall Room C	\$50.00
Parlor	\$100.00
Conference Rooms (large or small)	\$50.00
Multiple Conference Rooms (3 or more)	\$125.00

Security deposits are forfeited at the sole discretion of the Rector. Deductions from the security deposit will be made at the applicable standard room rate and/or overtime rate. Please refer to the Facility Stewardship Agreement for other possible deductions. If no deductions are warranted, the deposit will be credited toward the usage fees owed per the below schedule.

II. Security Officers: Security officers may be utilized for events held on church property. The fee is \$35.00 per hour, per officer, with a three (3) hour minimum. Only HIEC-approved security officers may be used.

III. Standard Room Usage Fees:

Room	Minimum Fee (Three Hours)	Each Additional Hour
Nave	\$800.00	\$100.00
Christ Chapel	\$400.00	\$100.00
Bishop Commons	\$300.00	\$100.00
Inglett Hall (Rooms A, B, C)	\$300.00 (\$100 per Room)	\$100.00
Parlor	\$100.00	\$50.00
Conference Rooms	\$100.00	\$50.00
Multiple Conference Rooms (3 or more)	\$250.00	\$100.00

- a. The above pricing is for events that occur during normal business hours (Monday, Tuesday, Thursday, Friday, 9:00 a.m. – 5:00 p.m.; Wednesday 9:00 a.m. – 7:00 p.m.; Sunday 9:00 a.m. – 1:00 p.m.) Events scheduled outside of normal business hours are subject to a surcharge and/or cleaning fee.
- b. Unusually large or complex events (such as weddings or large receptions involving the Nave or Chapel and more than a small group of conference rooms) are subject to separate quotes and the above pricing does not apply.
- c. Prices are subject to change without notice.
- d. No outside catering is permitted except by approval of the Rector. Arrangements for food should be made directly with the Church approved caterer at <http://www.inthemixpcs.com>.

IV. Cancellations:

- a. In the event of a cancellation, fees will not be refunded unless notice of the cancellation is provided to the church in writing no less than five (5) business days prior to the date of your scheduled event.
- b. Multi-day and/or high occupancy events (more than 100 people) require written notice of cancellations no less than thirty (30) days prior to the scheduled event.

- V. **Returned Checks:** Checks returned for insufficient funds must be made good with cash or money order within 24 hours of the church's receipt of the insufficient funds notice. Failure to do so will result in the cancellation of your event.