

# Bethany Baptist Church

275 West Market Street  
Newark, New Jersey 07103

Church Office:

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Policies and Procedures for  
Church Facilities Use



# **Bethany Baptist Church, Newark, NJ**

## **Policies and Procedures for Church Facilities Use**

This document covers the policies and procedures governing the use of church facilities by both church members and non-church members / organizations outside of the Church. It includes:

1. Section I – General Policy
2. Section II - Procedure
3. Section III – Rules and Regulations
4. Section IV – Rental Fee Schedule

# Bethany Baptist Church, Newark, NJ

## Policies and Procedures for Church Facilities Use

### Section I – General Policy

#### 1. Purpose

It is our intention that church facilities for Bethany Baptist Church (BBC) be used to worship God, spread the Good News and enjoy Christian fellowship. It is important that the Facilities be managed well. Facilities usage fees are therefore required for non-church activities to cover the costs incurred in the use of the facilities and for the upkeep of the Facilities. Details of church facilities available for use by individual(s) or group(s) meeting the requirements are specified in this document.

#### 2. Church Usage

The Church Facilities Use Policies are applicable to all users of church facilities based upon the category of usage. The six general categories, in descending priorities, are: -

- church ministries (for church functions)
- small groups and fellowships (for church functions)
- BBC members / BBC regular attendees (for church functions)
- BBC members / BBC regular attendees (for non-BBC functions)
- non-BBC members /outside organizations (with fees)
- non-BBC members /outside organizations (without fees)

#### 3. Definitions

3.1 “**Church Facilities**” means any part of the church property Baptist Church located at 275 West Market Street, Newark, NJ 07103, i.e. the Chapel, the Sanctuary, the Lounge, Seminar Conference Room, the Fellowship Hall, the Sunday School Room, all rooms within the Facilities, all furniture and equipment belonging to the church, the church grounds and parking area.

3.2 “**Church Functions**” means activities directly related to the official *ministries of BBC*, to be held by church ministry groups / small groups or fellowships / BBC members / BBC regular attendees – the use for these functions is usually on a free basis.

3.3 “**Non-BBC Functions**” means other activities *not directly related to official ministries of BBC*, such as weddings, memorial services, anniversaries, recitals, receptions, educational purposes, Community Events, etc, that are held by individuals or a group of people, who are

# Bethany Baptist Church, Newark, NJ

## Policies and Procedures for Church Facilities Use

either BBC members / BBC church attendees or non-BBC congregation members / organizations outside of the Church - the users for these functions are normally required to make payment to the Church for the use of church facilities..

3.4 “**BBC Regular Attendees**” refers to those who have been regularly attending BBC Sunday Services or activities, though they have not yet officially joined the church.

### 4. Requirements for Use of Facilities

4.1 Under all circumstances, the church facilities must *not* be used for commercial / political / non-Christian religious purposes. All individuals or groups using the Facilities must agree with and adhere to the doctrinal belief and statement of faith of the Church.

- ❑ Use of church facilities must be within 9:30 am to 8:30 pm, Monday thru Friday and Saturdays 9:00 am to 2:45pm, unless an exception is granted through official channels

4.2 For *church and non-BBC functions*, the Church may require a designated or trained and approved person(s) to be available at the church to assure adherence to the terms of the Facilities use agreement for the entire period of usage, e.g.

- ❑ audio/video control (*possible fee charge*)
- ❑ lighting control (*possible fee charge*)
- ❑ custodian services (e.g. opening and locking doors), etc. (*possible fee charge*)

- It is the policy of the Church to support outreach programs. Upon approval of the Church, the use of church facilities by outside organizations for activities directly related to the church outreach ministry may be charged *at a reduced cost or without fee*.

4.3 It is the policy of the Church to support groups or organizations whose primary purpose is to serve people in need and/or spread the gospel. Upon approval of the Church, the use of church facilities by the following groups of outside organizations will be charged *with rental fee*. They are: -

- Christian churches and organizations
- Christian individuals (e.g. for wedding, funerals/memorial service, educational purposes, etc.)
- Community / charitable / non-profit organizations.

# Bethany Baptist Church, Newark, NJ

## Policies and Procedures for Church Facilities Use

### 5. Facilities Use and Priority

5.1. Priority for use of church Facilities will be:

- ❑ *First* priority: BBC ministries / small groups or fellowships
- ❑ *Second* priority: BBC members / BBC regular attendees (for church functions)
- ❑ *Third* priority: BBC members / BBC regular attendees (for non-BBC functions)
- ❑ *Last* priority: non-BBC congregation members / outside organizations

5.2. Use of the facilities is scheduled on a first-come, first-served basis. In case of scheduling conflicts, the priority of use will be in accordance with Section 5.1.

5.3. Scheduled events will usually take priority over non-scheduled events. **However, use of the facilities for church emergency purposes should take precedence over all other uses of the facilities regardless of any prior payments or reservations.**

5.4. In all events, requests for long-term or regular usage of church facilities by outside organizations will *not* be considered unless approval has been sought from the Church.

### 6. Use of Venues

Types of Applications	Types of Venues					
	Chapel	Fellowship Hall/ Kitchen	Sanctuary	Lounge/ Conference Room	Sunday School Room Between	Parking
Church ministries	Y	Y	Y	Y	Y	Y
Small groups and fellowships	Y *	Y *	Y*	Y	Y	Y
BBC members / BBC regular attendees (for church functions)	Y *	Y *	Y*	Y *	Y *	Y
BBC members / BBC regular attendees (for non-BBC functions)	Y *	Y *	Y*	Y *	Y **	Y

# Bethany Baptist Church, Newark, NJ

## Policies and Procedures for Church Facilities Use

Non-BBC Congregation Members / Outside Organizations	Y*	Y*	Y *	Y *	Y *	Y *
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- \* subject to approval
- \*\* Requires an exception to the policy

### 7. Rental Fee Schedule

The fees of the church facilities are determined by the Review Group of the Church and are subject to change as needed.

### 8. Use of Equipment

8.1. Request for the use of equipment is subject to the approval of the church office. Under normal circumstances, the Church will not entertain any last minute request for items that were not made at the time of application.

8.2. All equipment for projection, audio/video system including the sound room must be supervised by technicians of BBC. All such equipment must be run by someone trained by the church and authorized to use the equipment. *In most cases there will be a fee for these services.*

### 9. Weddings

9.1. Please refer to the Wedding Policy.

### 10. Rights of the Church

BBC reserves the right to execute as follows:-

- to deny the application for the use of church facilities by any individual or group without stating the reasons;
- **to cancel any approved application due to unexpected church needs at any time without liability;**
- to terminate the rental agreement immediately without liability nor payment if the applicant fails to comply with the rules and regulations of the Church;
- to cancel the rental agreement and make a refund without interest in case of cancellation by the church due to bad weather conditions (e.g. storms); and

# Bethany Baptist Church, Newark, NJ

## Policies and Procedures for Church Facilities Use

- to make alterations to the Facilities use policies, procedures, rules and regulations at any time without prior notice.

### Section II – Application Procedure

#### 1. Request for Use of Facilities

All groups, including church groups, wishing to use the Church Facilities should request permission and make arrangements through the Church Office.

The Church Office is responsible for maintaining the booking schedule of church facilities and coordinating the requests for the use of equipment and services such as piano, audio / video technician, custodian, etc. For church functions, the Church Office has full authority to permit or deny use of the church facilities according to the Policies / Rules and Regulations of Church Facilities Use.

#### 1.1. Church Functions

1.1.1. Church ministries / small groups or fellowships / BBC members / BBC regular attendees wishing to use church facilities must make reservations with the church office, using a Calendar Request Form, ***at least two weeks in advance, for regular programs, or at least three business days in advance for non-regular programs.*** Reservations can be made through telephone, fax, email, voice mail or in person. Applicants are urged to carefully read the Rules and Regulations of Facilities Use at the time of booking in order for them to adhere to the rules.

1.1.2. The applicant must provide the church office with the following information at the time of booking:

- the name of the designated person responsible for the event
- the name of the group / fellowship using the facilities
- the specific room(s) required
- any specific needs for the event, such as equipment
- the nature and function of the event
- the date and the time of the intended use
- the phone number (day and night) and email address of the designated person

1.1.3. For ***Sanctuary and Chapel*** bookings.

- All bookings must be made with a *maximum of two weeks* in advance.

# Bethany Baptist Church, Newark, NJ

## Policies and Procedures for Church Facilities Use

- Small groups / fellowships take priority over individual applications with 48 hours' notice.
- There is a restriction on the maximum number of hours for using the Worship Center.
  - Ministries --- no limit, as long as the activities require it.
  - Fellowships --- 4 hour limit. Longer hours have to be approved by the church office.
  - Small groups / individual groups --- 4 hour limit. Longer hours are subject to approval by the church office at the time of booking. Additional charges will apply over the 4 hour limit.

1.1.4. For booking the *Sanctuary/Chapel* applicants must sign an agreement to indicate their acceptance of the Rules and Regulation of Facilities Use.

### 1.2. Non-BBC Functions

1.2.1. BBC or non-BBC groups / individuals wishing to use church facilities must complete a *duly signed written* application which is available at the church office. Rules and Regulations of Facilities Use should accompany the applications. Telephone inquiry on the availability of venues cannot be taken as an application. Application forms can be submitted for approval in person, or faxed / emailed to the church office up to **three months** prior to the function date; but no later than 3 weeks prior to function date. Upon acceptance of the rental application, a Notification of Approval in duplicate, will be mailed to the applicant within three to four weeks.

## 2. Approval

2.1. The Church Office is responsible for granting approval to applications for *church functions*.

2.2. For *non-church* functions, applications must first be screened by a member of the Church Office team to ensure that they are complete and consistent with the eligibility criteria of the Facilities Use Policy and the booking schedule. Applications that meet the screening criteria will be forwarded to the Church Office for consideration.

## 3. Rental Payment

3.1. Within two weeks of the receipt of the Notification of Approval, the applicant must return a signed original Notification, along with a check in the amount of the full rental fee, together



# Bethany Baptist Church, Newark, NJ

## Policies and Procedures for Church Facilities Use

with a damage deposit of \$200, payable to Bethany Baptist Church (BBC), to confirm the booking.

BBC will accept bookings on a first come first served basis upon receipt of the full rental payments. Post-dated checks will not be accepted.

### 4. Cancellation

#### 4.1. Church Functions:

4.1.1. Church ministries / small groups or fellowships / BBC members / BBC regular attendees must *immediately* notify the Church Administrator of cancellation prior to the date of use, so that the Church Office has sufficient time to re-allocate the booking to the other members who are on the waiting list.

4.1.2. If the notification of cancellation is received within 24 hours of the event, the Church may take appropriate action by sending the applicant a reminder with a copy to the sponsoring staff member unless there is a reasonable justification for the late notice of cancellation.

#### 4.2. Non-BBC Functions:

4.2.1. If cancellation is made by the applicant two months before function date, BBC will make full refund of all monies paid, subject to a deduction of an administration fee of \$100. If the cancellation request is made less than two months prior to the function date, BBC will refund 50% of the total payment without a deduction of the administration fee. If the cancellation request is less than two weeks prior to the function date, no refund will be made.

4.2.2. If cancellation is made by the church due to special circumstances deemed necessary by BBC, the full amount of the paid fee will be refunded to the applicant without interest or compensation. Alternatively, the payment may be applied to another booking on a mutually agreed upon date.

### 5. Refund

5.1. If no damage, loss or destruction of property was sustained during the use of facilities, the damage deposit will be returned after the event.

# **Bethany Baptist Church, Newark, NJ**

## **Policies and Procedures for Church Facilities Use**

5.2. In the event of damage to the facilities, the damage deposit will be forfeited and additional liability may be incurred by the renter.

### **6. Special Conditions**

6.1. Subject to availability, additional space or change to a larger venue may be granted, upon request, after the confirmation of the booking, upon payment of any additional charges. However, changes to a smaller venue will not be discounted.

6.2. Use of non-authorized areas will result in an additional charge to the renter. All areas rented and services provided will be used only for the time specified in the application. Use beyond the specified time will result in an additional charge to the renter. Charges will be made on a pro-rata basis.

6.3. Applicant should communicate with BBC three weeks in advance to ensure the proper working condition of the facilities and equipment. With a repair request of less than 2 weeks, BBC will not guarantee the completion of repairs or replacements for the function date.

# Bethany Baptist Church, Newark, NJ

## Policies and Procedures for Church Facilities Use

### Section III – Rules and Regulations of Facilities Use

#### 1. General

- 1.1. The program or any publicity materials must be previewed and endorsed in advance by the Church (with a minimum of one week's notice) before distribution.
- 1.2. A blue print of the church decoration details must be submitted in advance (minimum one week's notice) for approval.
- 1.3. All activities must be restricted to the designated time and the room(s) assigned. The facilities must be vacated by the time indicated. This includes any time needed for cleanup.
- 1.4. The maximum number of attendees for the event should not be greater than the anticipated number as indicated on the application form.
- 1.5. Access to the church office is not permitted.
- 1.6. Smoking, alcoholic beverages, profanity, violence and excessive noise are strictly prohibited anywhere in the church Facilities.
- 1.7. Drinks and/or light refreshments are allowed only in the lounge, fellowship Hall, and Sunday School Room.
- 1.8. Thermostats are not to be adjusted in any way.
- 1.9. No roller-skating, roller-blading or skateboarding is allowed inside the facilities.
- 1.10. No pets (except guide dogs) will be allowed in the Church.
- 1.11. Church materials or supplies are not allowed for use unless advance approval has been obtained from the Church office.
- 1.12. Users assume full responsibility for the conduct of all persons present at the event.
- 1.13. The Altar is often decorated for sermon series, etc. by the church. These items cannot be removed or disturbed in any way. Use of the Sanctuary & Chapel is done with the full disclosure that the stage/altar may be decorated according to a theme and cannot be changed by the group using the facility.

#### 2. Housekeeping

- 2.1. All areas must be kept clean and tidy. **The user is responsible for the cleanup and restoration of the facility to its original condition, and returning any removed articles or furniture to their original places.** Users must leave the facilities in a tidy, clean condition after use.

# Bethany Baptist Church, Newark, NJ

## Policies and Procedures for Church Facilities Use

- 2.2. All program materials brought by the user will be removed from the space when the event is over.
- 2.3. No signs / posters / bulletins / pictures / banners should be hung in any buildings unless permission to do so has been given by the Church at the time the Facility was rented.
- 2.4. No outdoor signs or objects should be placed upon the church property without prior approval of the church office.
- 2.5. There must be *no* cooking in the kitchen without authorized personnel from the church. When the kitchen is used, users are expected to keep it clean. This includes cleaning, putting away all utensils and removing food items from the refrigerator before leaving.

### 3. Use of Equipment and Facilities

- 3.1. Access to equipment such as microphones, amplification equipment, projector, television, VCR, etc. will not be permitted unless approval has been obtained at the time of application. Any last minute request for items that were not made at the time of application may not be approved.
- 3.2. The main audio/video system must be operated by authorized BBC technicians only.**
- 3.3. The use of musical instruments and/or the moving of instruments require the permission of the Church. This applies to all Church owned instruments.
- 3.4. Arrangement will not be made for the set-up of chairs and tables unless custodial service is provided.

### 4. Music

If music is to be played at the event, only Christian music is allowed unless approved by the Church. In no case will any music be allowed that contains inappropriate lyrics.

### 5. Children

- 5.1. All children must be supervised and attended to by adult(s) at all times in any part of the facilities. For their safety, children are not allowed to run through the Facilities.

### 6. Parking

- 6.1. Parking spaces are available on a first-come, first-served basis. These spaces are not reserved unless permission is granted. However, persons are forbidden from parking adjacent to the entrance of the Church. Loading and unloading of vehicles are the only exception.

# Bethany Baptist Church, Newark, NJ

## Policies and Procedures for Church Facilities Use

6.2. Illegal parking on streets is subject to ticketing, towing, damage or forcible removal at the owner's risk and expenses.

6.3. There is no Church liability when parking on the premises. The group using the facility may secure a security guard with pay to patrol the parking area for security reasons when you feel it is warranted. That is at your discretion.

6.4. Under all circumstances, users have the obligation to obey the Church's traffic policy.

### 7. Wedding

Please refer to the Wedding Policy.

### 8. Violations

The Church may terminate the rental agreement immediately without liability or payment if the applicant (renter) or designated person fails to comply with the rules and regulations of the Church.

### 9. Injury / Damage / Loss

#### 9.1. Church Functions

9.1.1. The Church assumes no responsibility for lost, stolen or destroyed items, nor will the Church be liable for any user's injury or property damage at any time in any part of the Facilities. In some circumstances a liability waiver may be required.

9.1.2. Users will be held fully responsible for any injury, damage or loss of church property caused by intentional or negligent conduct on the part of any persons using the church's facilities.

#### 9.2. Non-Church Functions

9.2.1. The renter is responsible for the full cost of repair or replacement of property damaged, which is caused by the applicant or designated person or the event participants.

9.2.2. The renter is responsible for indemnifying the church in a maximum amount of \$2,500 against any loss, liability or claim resulting from use of the facility by those engaged in the activity of the renter. In most circumstances, a liability waiver must be signed and/or proof of liability insurance required.

# Bethany Baptist Church, Newark, NJ

## Policies and Procedures for Church Facilities Use

### Section IV – Rental Fee Schedule

The fee schedule is only applicable to **non-church functions** and may be adjusted at the discretion of the Church. All VENUE fees are payable to Bethany Baptist Church and are due 5 *business* days prior to the event.

For functions sponsored by BBC and involving affiliated or non-affiliated Christian organizations, rental will be free, i.e. certain community events. However, the relevant staff sponsor should send the application form to the Church for approval.

**Wedding** - Please refer to the Wedding Policy.

#### Venue Fees:

Venue	Seating Capacity	Rental (per 3-hour period) +		
		BBC Members/Christian Organizations affiliated to BBC	Non-Affiliated Organizations	Non-BBC Members
Sanctuary	500 Persons (Room capacity: 555 persons)	\$450	\$600	\$750
Chapel	80 persons (Room capacity: 161)	\$260	\$330	\$400
Lounge	60 persons	\$260	\$330	\$400
Conference Room	49 persons	\$210	\$280	\$350
Fellowship Hall	300 persons (Room capacity: 396)	\$300	\$460	\$550
Sunday School Room	100 persons (Room capacity: 180)	\$280	\$340	\$450

# Bethany Baptist Church, Newark, NJ

## Policies and Procedures for Church Facilities Use

Kitchen	n/a	\$60	\$80	\$100
Single room (?)	Variable	\$21	\$28	\$35

### Personnel Services and Equipment Fees

Church Personnel & Equipment	Fees (per 3-hour period)
Musician *	\$150
Audio/Video Technician *	\$100
Cleaning Services for Worship Center (including washrooms & kitchen)	\$100
Custodian ** (on a case by case basis)	\$55
Audio / Video Equipment for Worship Center ++	\$180
Audio / Video Equipment for other rooms ++	\$100
Portable LCD Projector	\$80
Overhead Projector	\$15
TV & VCR/DVD player	\$15
Cassette recorder / CD player	\$15
Hand Wireless / Wired Mic	\$15

# There must be no cooking in the kitchen except boiling water and using microwave to heat food.

\* All fees are payable for these services through the Church Office.

\*\* Arrangements will be made through the Church Office.

++ including hand wireless mic, wired mic, LCD projector, CD player, cassette recorder, TV & VCR player, DVD player, and sound equipment.

Note: Use beyond the time specified in the application form will result in an additional charge to the renter. ***Charges will be incurred on a half an hour basis.***

# Bethany Baptist Church, Newark, NJ

## Policies and Procedures for Church Facilities Use

Name of Event: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Calendar Date(s) Requested: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Duration of Event: \_\_\_\_\_

Countdown Due Date: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Set-up Date: \_\_\_\_\_ Set-up Time: \_\_\_\_\_

Location(s) Requested:

<input type="checkbox"/>	Chapel	<input type="checkbox"/>	Hall
<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	
<input type="checkbox"/>	Parking Lot	<input type="checkbox"/>	
<input type="checkbox"/>	Seminar Room	<input type="checkbox"/>	Room



# Bethany Baptist Church, Newark, NJ

## Policies and Procedures for Church Facilities Use

Resource(s)  
Requested:

<u>A/V &amp; Sound Equipment</u>	<u>Quantity</u>	<u>Kitchen Items</u>	<u>Quantity</u>
<input type="checkbox"/> DVD player		<input type="checkbox"/> 8 oz. foam coffee cups	
<input type="checkbox"/> Front projector		<input type="checkbox"/> 12 oz. foam coffee cups	
<input type="checkbox"/> Rear projector		<input type="checkbox"/> 10 oz. cold beverage cups	
<input type="checkbox"/> Television		<input type="checkbox"/> 10 ¼" foam plates (undivided)	
<input type="checkbox"/> Sound Equipment (Worship Center)		<input type="checkbox"/> Coffee machine (Rental)	
<input type="checkbox"/> Sound Equipment (outdoor)		<input type="checkbox"/> Coffee urns	
<input type="checkbox"/> Smart TV		<input type="checkbox"/> Pitchers	
<input type="checkbox"/> Audio Visual Tech (\$100.00 if required)		<input type="checkbox"/> Pots / pans	
		<input type="checkbox"/> Napkins	
		<input type="checkbox"/> Utensils (serving)	
		<input type="checkbox"/> Serving trays (plastic)	
		<input type="checkbox"/> Table Linen (Rental)	
<u>Tables / Chairs</u>	<u>Quantity</u>	<u>Marketing</u>	<u>Dates</u>
<input type="checkbox"/> 5' Round table		<input type="checkbox"/> Add to Bulletin	
<input type="checkbox"/> 6' Rectangular table		<input type="checkbox"/> Add to website calendar	
<input type="checkbox"/> 8' Rectangular table		<input type="checkbox"/> Add to website	
<input type="checkbox"/> Low café table		<input type="checkbox"/> Registration period Deadline:	
<input type="checkbox"/> High café table		<b>*All Marketing Must Be Approved</b>	
<input type="checkbox"/> Worship Center chairs			
<input type="checkbox"/> Fellowship Hall chairs			
<input type="checkbox"/> Foyer table			
<u>Janitorial</u>	<u>Quantity</u>	<u>Baptismal</u>	<u>Date</u>
<input type="checkbox"/> Additional janitorial service		1 <sup>st</sup> Choice	
<input type="checkbox"/> Additional trash service		2 <sup>nd</sup> Choice	
<input type="checkbox"/> Trash barrels			

**Special Instructions -Enter any special instructions for this event:**

**CONTACT PERSON:**

Name: \_\_\_\_\_

Cell phone #: \_\_\_\_\_ Home/Work phone#: \_\_\_\_\_

# Bethany Baptist Church, Newark, NJ

## Policies and Procedures for Church Facilities Use

Email Address: \_\_\_\_\_

**PERSON RESPONSIBLE FOR EVENT:** Enter event owner's name (*MUST* be a member of the church)

**\*\*\* Please note that there is an additional fee of \$100.00 for clean-up services. \*\*\***

### Office Use Only

Approved by: \_\_\_\_\_ Countdown due by: \_\_\_\_\_

Notified Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Charged: \$ \_\_\_\_\_

\_\_\_ Internal/Person \_\_\_ Countdown \_\_\_ Web \_\_\_ S: drive \_\_\_ Distribution: \_\_\_\_\_

\_\_\_ Wall \_\_\_ Promo \_\_\_ Deadline

### **CONTACT PERSON:**

Cell phone:

Home phone:

Work phone:

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Is the Requestor a member of Bethany Baptist Church? Yes \_\_\_ No \_\_\_

**\*\*\* By signing below, I acknowledge that I have read & agree with the Bethany Baptist Church Policies and Procedures for Church Facilities Use as presented and will abide by all stipulations set forth. I understand that event setup will have to be planned around pre-existing Church decorations.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Bethany Baptist Church, Newark, NJ

## Policies and Procedures for Church Facilities Use

### **FEE SCHEDULE**

*The following fees are payable directly to the Bethany Baptist Church approved professional person providing the following services. You will coordinate facilitation of services and payment for each party through your Bethany Baptist Church Liaison.*

#### **Set up, clean up & Reset Fees (Cleaning before & after wedding)**

Sanctuary                                 \$150.00

**Sound & Light Technician \$200.00 (includes Rehearsal)**