



MOORPARK PRESBYTERIAN CHURCH

13950 PEACH HILL DR, P.O. BOX 1007, MOORPARK, CA 93020
www.mppres.org, (805) 529-8422, FAX (805) 529-2790

Facilities Use Fee Schedule

One-time administrative fee	\$50.00
Sanctuary	\$200.00 per hour
Downstairs:	
Youth Rooms	\$50.00 per hour
Music Room	\$25.00 per hour
Drama Room	\$25.00 per hour
Fellowship Hall (excluding Kitchen and Fireside Room)	\$75.00 per hour
Kitchen	\$25.00 per hour
Fireside Room	\$25.00 per hour
Nursery classrooms (Rooms 1-2)	\$40.00 per hour
Classrooms (Rooms 3-11)	\$25.00 per hour

All require one hour minimum

These figures are for the use of the room, utilities, and the restrooms only. It does not include custodial help with room setup, cleanup, or the availability of a person from the church to be on hand during the program. An authorized MPC representative *will* be available for unlocking and locking the facilities.

Room set-up, including but not limited to moving tables and chairs, is the responsibility of the group, individual, or organization using MPC's facility. After the event, all furniture must be put away and rooms returned to their previous configuration. **Assistance with the AC system, setup and cleanup can be made available upon arrangement. The cost for these services is \$30 per hour with a \$30 minimum.**

Groups which require no special custodial services and which have, as a part of the group, an active member of Moorpark Presbyterian Church (MPC) who agrees to be present at the entire program, take responsibility for unlocking and locking the facility and for cleanup, may have these fees waived. They are mandatory for all other groups.

Only MPC trained personnel will be allowed to operate the sound and projection systems; fees will be determined on an individual event basis.

Use Fee Deposit:

To reserve the sanctuary, a \$250 deposit and 10% of all remaining event fees is required at the time of reservation. To reserve any other space, a \$30 deposit and 10% of all remaining fees is required at the time of reservation. In all cases, all remaining fees must be received in the office at least 2 weeks in advance of the event.

Cleaning and Repair deposit:

For sanctuary use, a \$700 cleaning and repair deposit will apply in addition to the above amount. For all other spaces, a \$100 cleaning and repair deposit will apply. In each case, this should be a separate check which will be held uncashed and returned if an inspection shows that the facilities, including landscaped areas, have been left in a clean and orderly condition.

Equipment fees:

Fees for use of equipment still need to be determined.