

**EASTMINSTER PRESBYTERIAN CHURCH**  
**311 Haines Road - York PA 17402 - 717-755-6222**  
**Office Hours: 9:00 AM - 3:00 PM | Monday - Thursday**  
**CONTRACT FOR USE OF FACILITIES**

RENTER: \_\_\_\_\_

Contract Date: 8/21/2012  
Rental Date: 9/17/2012  
Rental Time: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

<b>FEE SCHEDULE</b>	<b>MEMBERS</b>	<b>OTHER</b>	<b>COST</b>
<b><u>Primary Facility: for up to 2 hour use - FLAT FEE</u></b>			
Outdoor Worship Center	No Charge	\$ 75.00	_____
Sanctuary with Organ and or Piano (circle what will be needed)	No Charge	\$ 150.00	_____
<b><u>Candelabras</u></b>			
Organ rail candles (2 candles)	No Charge	No Charge	_____
Front candelabras (2 stands, 7 candles each)	\$ 25.00	\$25.00	_____
<b><u>Music</u></b>			
Organist	\$ 100.00	\$ 100.00	_____
Organist rehearsal with a soloist	\$ 25.00	\$ 25.00	_____
Other Special Requests	negotiable	negotiable	_____
<b><u>Funeral / Memorial Bulletins (at least 3 days prior notice required)</u></b>			
100 Bulletins	\$ 25.00	\$ 25.00	_____
200 Bulletins	\$ 50.00	\$ 50.00	_____
<b><u>Pastor</u></b>	\$ _____	\$ 150.00	_____
Fee for services	(Honorarium amount at discretion of member)		_____
<b><u>Additional facilities for Receptions / Meetings - for up to 4 hours use - FLAT FEE</u></b>			
Fellowship Hall ONLY	\$ 100.00	\$ 100.00	_____
Fellowship Hall w/Kitchen Privileges	\$ 135.00	\$ 135.00	_____
Multi-Purpose Room - Haines House w/kitchen privileges	\$ 75.00	\$ 75.00	_____
Parlor - Haines House (no tables can be setup)			_____
<b><u>Custodial Fee</u></b>			
Basic Fee	\$ 50.00	\$ 50.00	_____
<b><u>Key Deposit (refundable if not lost or broken)<sup>1</sup></u></b>			
To Sanctuary	\$ 25.00	\$ 25.00	_____
To Haines House	\$ 25.00	\$ 25.00	_____
To Fellowship Hall	\$ 25.00	\$ 25.00	_____
Other: _____	\$ 25.00	\$ 25.00	_____
<sup>1</sup> Key(s) may be picked up the day before use during regular office hours (9:00AM - 4:00PM) Monday-Thursday			
<b><u>Security Deposit<sup>2</sup></u></b>	\$ 50.00	\$ 50.00	_____
<sup>2</sup> Key(s) may be picked up the day before use during regular office hours (9:00AM - 4:00PM) Monday-Thursday			
<b>RENTER'S Signature:</b> _____	<b>TOTAL AMOUNT DUE: \$ -</b>		

- Notes:**
- 1) Check for amount due and signed contract can be mailed or dropped off during regular office hours to reserve space.
  - 2) Check for Key & Security Deposit will be mailed to renter when key is returned and after inspection of rented space.
  - 3) Eastminster Presbyterian Church is a NON-SMOKING FACILITY!