

PCC BUILDING USAGE FEES

These fees take into consideration the costs of operating the facility, heating and cooling, electricity, cleaning, staff coordination, and prep. It is not the intent of PCC to make a profit on these fees. If these fees are inhibitive to a group using the facility, please contact the PCC office to discuss. Additionally, these fees are a guide to help PCC determine how to charge for an event but are not rigid. If an event is requiring the use of multiple spaces, days, or other unique circumstances, changes or discounts to the pricing can be discussed upon time of reservation.

Weddings will typically be charged the "Whole Day" rate to include all rehearsals, setup, teardown, and decorating, even if the event technically spans over two days. One AVL technician is also included at no extra charge in a wedding reservation for the rehearsal and ceremony, and any additional technicians needed will be charged according to the table below. When a wedding reservation is being made, the users may decide to provide their own setup to save costs.

BUILDING USAGE FEE CATEGORIES

- **Room Usage:** These fees are incurred by users from outside organizations wishing to use PCC for their events or activities. PCC Regular Attenders, Members, and Ministries are exempt from these fees. **Note:** *Regular Attenders & Members may be charged room usage fees if the individual is acting on behalf of an outside organization.*
- **Room Setup:** These fees are incurred depending on which room(s) the event is being held and if the user desires PCC Facilities Staff to perform the setup and teardown of the room(s). If the user wishes to cut costs, they may provide their own furniture setup and return the room as found. PCC Regular Attenders, Members, and Ministries are exempt from these fees but will also be asked to provide their own setup team if possible.
- **Services & Equipment:** These fees cover the costs of AVL staffing, food service, and miscellaneous setups. All building users will be asked to pay for these services if they desire to utilize them.

DEPOSITS AND REFUNDS

- A refundable \$100 damage / cleaning deposit is required for all reservations requiring Room Usage fees
- 50% deposit is required at time of reservation when the total fees have been determined
- Remaining 50% is due no less than 10 days before the event
- 100% refund if the event is cancelled more than 48hrs in advance by the user
- 90% refund if the event is cancelled less than 48hrs in advance by the user
- 100% refund if the event is cancelled by PCC at any time (weather closure, extenuating circumstances, etc.)

FEE EXAMPLES

Below are some examples of how fees would be determined for various events:

- Men's Ministry Breakfast for 75 men using the Gym, Café, & Kitchen with kitchen supplies and coffee service: Fee exemption would apply for Room Usage, Men's Ministry would be asked to provide their own setup and be charged \$75 for Services & Equipment (\$25 for Kitchen Supplies, and \$50 for Coffee Service).
- Wedding using Halls ABC for a ceremony, and the Gym for a reception: Room Usage fee of \$550 (\$250 for Halls ABC, and \$300 for the Gym) with Room Setup fees being optional if the user wants to provide their own setup or not. Services & Equipment fees would apply as needed / requested. A refundable \$100 damage / cleaning deposit would be required.
- A local non-profit wants to use the Gym for an all-day 350-person event with standard sanctuary seating, coffee service during the morning, and providing their own AVL technicians: Room usage fee of \$300, a \$250 chair & staging setup fee, a \$200 coffee service fee, and a \$100 damage / cleaning deposit, totaling in \$850 with the \$100 deposit being refunded after the event.
- A PCC member wants to host a baby shower for a Home Group member in the Café: Fee exemption would apply for Room Usage, and the cost would be \$0 unless any Food / Coffee Service items are requested.

SCHEDULE OF FEES

Room Usage	Half Day	Whole Day	Two-Day Event	
Gymnasium <i>User returns room as found</i>	\$200	\$300	\$500	
Halls ABC <i>User returns rooms as found</i>	\$150	\$250	\$450	
Café & Kitchen <i>User returns rooms as found</i>	\$150	\$250	\$450	
Classrooms (cost per classroom) <i>User returns rooms as found</i>	\$0	\$25	\$50	
Main Playfield <i>Incl's access to ice, water fountains, and restrooms</i>	\$50	\$75	\$100	
Room Setup				
Halls ABC Chair Setup / Teardown <i>Whole Day Reservation Required</i>	\$100			
Gym Portable Staging Setup / Teardown <i>Whole Day Reservation Required</i>	\$100			
Gym Chair Setup / Teardown <i>Whole Day Reservation Required</i>	\$150			
Miscellaneous Setup Fee <i>For all other rooms / needs</i>	\$50			
Services & Equipment				
Sound Technician <i>Availability varies, PCC may not be able to provide</i>	\$25/hr <i>2hr Minimum</i>			
Visuals Technician <i>Availability varies, PCC may not be able to provide</i>	\$25/hr <i>2hr Minimum</i>			
Streaming Technician <i>Availability varies, PCC may not be able to provide</i>	\$25/hr <i>2hr Minimum</i>			
Clear Gym Stage (Incl's Drum Kit & Enclosure) <i>Whole Day Reservation Required Event must finish by 2pm on Saturday</i>	\$150			
Kitchen Supplies (price per # of people per meal) <i>Plates, bowls, cutlery, napkins, lemonade, etc.</i>	\$0 (up to 50)	\$25 (up to 100)	\$50 (up to 250)	\$100 (up to 500)
Coffee Service (price per 4hrs) <i>All supplies and training included Must provide own preparers</i>	\$25 (up to 50)	\$50 (up to 100)	\$100 (up to 250)	\$200 (up to 500)
Pipe & Drape <i>Incl's setup/teardown in pre-specified areas No charge if user does their own setup/teardown</i>	\$25 (up to 50')	\$50 (up to 100')	\$75 (up to 150')	\$100 (up to 200')