

St. Andrew's Lutheran Church & Campus Center

BUILDING USAGE FEE SCHEDULE

The Board of Directors established this fee schedule to include property and equipment use, routine maintenance, and security, based on our costs for building usage. Groups are subject to a \$75 cleaning fee if the building is not returned to its original state after use. If an extensive set-up is required, a fee will be discussed before a contract is signed.

Building usage fees may be waived for St. Andrew's students and their groups at the discretion of the Pastor and Board of Directors. Events hosted by St. Andrew's or co-sponsored by St. Andrew's will not be subject to building usage fees. If staffing is required, the \$20/hour rate may still apply.

St. Andrew's Office Administrator or Pastor will inform outside users of their responsibilities for set-up and clean-up in writing at least three (3) days before the event.

If a group reserves a space outside of regular building hours, they will be responsible for paying an hourly fee for St. Andrew's staffing. Our office is staffed from 9 am to 1 pm Monday through Friday.

Rates can be combined and negotiated if using multiple parts of the building.

Fee Schedule:

1. Worship Space

- a. Capacity - approximately 80
- b. **Base Cost - \$300**
- c. **St. Andrew's Staffing - \$20/Hour**
- d. The Worship space is located on the first floor with east-facing windows and electric blinds. This room is flexible and has both a sound system and mounted TVs for projection. Use of the piano or organ is available in consultation with the Pastor and Music Minister.

2. Narthex

- a. Capacity - approximately 35
- b. **Base Cost - \$100**
- c. **St. Andrew's Staffing - \$20/hour**
- d. The Narthex is located just inside the main doors to St. Andrew's. This space has south-facing windows, coffeeshop style tables, and a coffee bar with counter

space and a sink. This space could be used for a social gathering with appetizers and minimal AV needs.

3. Fellowship Space (Chat & Chow)

- a. Capacity - approximately 50
- b. **Base Cost - \$150 (\$200 with use of kitchen)**
- c. **St. Andrew's Staffing - \$20/Hour**
- d. The Fellowship Space (also known as the Chat & Chow space) is located on the second floor. It has east- and south-facing windows with beautiful views of campus and ample natural light. This space includes a small balcony with views facing the Quad, and priority access to the kitchen. The standard setup is tables and chairs for a meal, but groups could adapt the space for various presentations. St. Andrew's has a TV/AV cart available for use in this space for a fee.

4. Meeting Room

- a. Capacity - Approximately 60
- b. **Base Cost - \$125 (\$175 with use of kitchen)**
- c. **St. Andrew's Staffing - \$20/Hour**
- d. The Meeting Room is located on the second floor, with east-facing windows overlooking the campus. This space is outfitted with multiple TVs and is perfect for presentations, workshops, or receptions. The standard setup is the "lecture" format, with chairs and a podium.

5. Conference Room

- a. Capacity - Approximately 12
- b. **Base Cost - \$50**
- c. **St. Andrew's Staffing - \$20/Hour**
- d. The Conference Room is located on the second floor with a north-facing window. The standard setup includes a large conference room table, chairs, and a TV for presentations or video calls.