

Welcome to Spring Hill United Church of Christ

It is the mission of Spring Hill UCC to share our facility with others needing space. We charge a small fee to cover utility and cleaning expenses, bathroom products, and trash bags. Our Office Administrator and our Building Use team determine the availability and acceptability of requests for use and place a high priority on those providing enrichment to the community. They may decline requests if they are deemed incompatible with our space and mission or present a liability that the church cannot accept.

BUILDING SPACE AVAILABLE

- Sanctuary – seating up to approximately 400 on church pews and choir loft.
 - Nursery
 - Two small classrooms
 - Conference Room
- Fellowship Hall – seating up to approximately 150 with tables and chairs.
 - Kitchen
 - Library
- Davis Hall – open space for meetings seating for approximately 30 with tables and chairs

FACILITY USAGE FEES

Fees are set for half-day (4 hour increments)

	SANCTUARY (Seating capacity for approximately 400) Per Usage	FELLOWSHIP HALL (Seating capacity for approximately 150) Per Usage	DAVIS HALL (Seating capacity for approximately 30 for folding chairs) Per Usage
Main Room:	\$400.00	225.00	\$ 75.00
Discounts:			
Non-profit (20% discount)	TBD	\$180.00	\$ 60.00
Multiple Use/ On-going (20% discount)	TBD	\$180.00	\$ 60.00
Other Charges:			
Sound/Light Tech	50.00 (Mandatory)	N/A	N/A
Custodial	50.00 (Mandatory)	N/A	N/A
Kitchen Use	N/A	\$ 50.00	N/A
Library	N/A	\$30.00 (\$50.00 for full day)	N/A

The fees vary according to the category of use:

- **Members (for personal usage)** may reserve space for an event for 50% discount – (one time usage)
- **Members (for profit events)** – an additional donation is requested.
- **Non-profits** are offered a 20% discount – (one time usage) or suggested donation
- **Multiple use/On-going** groups are offered a 20% discount

Set-up and Clean up is the responsibility of the user group. We expect the building to be left in the condition in which you found it, including the bathrooms and most especially the kitchen.

Trash / Garbage should be taken to the large garbage dumpster at the back of the church. **Add clean garbage bags** to the garbage bins inside the building; the church will provide clean bags and will inform the renters of the location of cleaning supplies and garbage bags.

Extra Cleaning Charge – a Deposit will be collected at time of rental.

Weekend Renters: Saturday – renters must leave the church ready for worship on Sunday, clean and neat, chairs arranged as you found them upon arrival, trash removed, etc. **Sunday** – renters may not use the building for their activity before 2:00 p.m. (including set-up).

LOCK UP / ALARM SET – It is very important that all doors to the outside of the building be checked to ensure that they are fully closed and locked when you leave the building and alarm is set. The key to lock up in Fellowship Hall and Davis Hall fits the southside door (facing the parking lot) where alarm pad is located.

CONTACT: For questions or to inquire or to request a rental, call 683-4870 or e-mail us at office@shucc.org or download a “*Building Usage Request Form*” from our webpage and mail to us at 4244 Mariner Boulevard, Spring Hill, FL 34609. Please note “Rental” on the envelope. A building tour can be arranged by call the church office – office hours are Monday thru Friday, 9:00 a.m. – 1:00 p.m.

<u>WEDDING FEES</u>		<u>FUNERAL COSTS</u>	
For Members:		For Members:	
Sanctuary and dressing rooms	No Charge *	Sanctuary	No Charge *
Fellowship Hall /Kitchen	No Charge *	Fellowship Hall use	No Charge *
Organist Honorarium	\$ 125.00	Davis Hall use	No Charge *
Custodian Honorarium	\$ 50.00 **	Pastor	No Charge *
(when reception at church)	\$ 75.00	Organist	\$ 100.00
Sound Technician	\$ 50.00 **	Sound Technician	\$ 50.00 **
Pre-marital Counseling	No Charge *	Custodian	\$ 25.00 **
Pastor’s Services	No Charge *	If Fellowship Hall is used	\$ 50.00
For Non-Members:		Bereavement Coord.	No Charge *
Sanctuary and dressing rooms	\$ 400.00	For Non-Members:	
Fellowship Hall /Kitchen	\$ 175.00	Sanctuary	\$ 400.00
Organist	\$ 150.00	Fellowship Hall use	\$ 175.00
Custodian	\$ 50.00 **	Davis Hall use	\$ 75.00
(when reception at church)	\$ 100.00	Pastor	\$ 150.00
Sound Technician	\$ 50.00 **	Organist	\$ 100.00
Wedding Coordinator	\$ 100.00 **	Sound Technician	\$ 50.00 **
Pre-marital Counseling	\$ 100.00		
Pastor’s Services	\$100.00 **	Custodian	\$ 50.00 **
		If Fellowship Hall is used	\$ 75.00
		Bereavement Coord.	No Charge *

* A donation may be given

** Mandatory

The family covers expenses for luncheon/food items purchased