



King of Glory Lutheran Church Fountain Valley, California

Reception and Special Events Policies & Fees For Members of King of Glory

Our facilities are available for use by our members for receptions and special events. Please bear in mind that these events do have a financial impact on our congregation (through staff time, wear and tear, utility use, etc.) and shall be subject to the policies and fees listed at the end of this document.

1. These policies and fees are for one-time use of the facilities.
2. All facility use is to be arranged through the Congregational Life Administrator. This process is initiated by completion of a calendar scheduling form.
3. Use is granted to King of Glory members for such events as wedding receptions, anniversary parties, birthday parties, banquets, etc. These policies and fees are not guidelines for **outside organizations**; the policies and fees regarding such use are set forth in a separate document.
4. No fee is charged to our members for funeral or memorial service receptions.
5. The basic fee is for use of the facility for up to 4 hours. Additional time and subsequent fees can be negotiated through the Congregational Life Administrator.
6. Custodial staff will typically provide room set-up. Sufficient advance notice and directions are required.
7. If the use takes place at a time when we cannot arrange custodial service, arrangements for clean-up and set-up for subsequent activities shall be **the responsibility of the members** using the facility. In such cases, half of the custodial fees shall be waived.
8. Placement and removal of decorations are the responsibility of the facility users.
9. Reception/Event Coordinators are available to assist with your event, should you desire.
10. Wine, beer, and champagne are the only alcoholic beverages that may be served at such events. The members hosting the event are required to ensure the responsible consumption of alcohol and the adherence to laws regarding drinking age at all times.
11. King of Glory does have some dishes and flatware available for use, but the use of the facility does not include paper goods, linens, etc.
12. ***All fees are to be submitted to the Congregational Life Administrator at least one week prior to the scheduled use of the facility.***

Fees:

Payable to King of Glory in two separate checks:

- + \$200.00 Facility Use Fee (for four hours of use; additional time at \$50.00 per hour)
- + \$200.00 Cleaning/Damage deposit (refundable within two weeks)

Payable to Jeff Perkins:

- + \$100.00 Custodial Fee

Payable to Event Coordinators (if utilized):

- + \$250.00 for up to 50 people for four hours; additional time at \$50.00 per hour
- + \$325.00 for 51 -100 people for four hours; additional time at \$50.00 per hour
- + \$400.00 for 101-150 people for four hours; additional time at \$50.00 per hour

*Our Event Coordinators may also be able to cater your event, should you desire. Arrangements and fees for such services need to be negotiated directly through them.