



Prospect Congregational United Church of Christ

1919 East Prospect ♦ Seattle, Washington 98112 ♦ 206-322-6030
Prospect Minister ♦ Rev. Meighan Fritchard ♦ 206-322-6030

FEE SCHEDULE FOR WEDDINGS (NONMEMBERS)

These amounts represent use of the church building for the wedding rehearsal and the day of the wedding. *All suggested fees are due prior to the date of the wedding.* Please note that the fees include only the use of the building, there will be no church staff available to you on the day of the event unless our pastor is officiating. Phone numbers for emergencies and Terms and Conditions are provided on the reverse.

Package price of \$1,815

includes use of the following rooms for an event duration of 6 hours:

Sanctuary, Parlor, Fellowship Hall, Kitchen

The package price also includes use of the sanctuary for a wedding rehearsal for 2 hours.

The package price also includes a \$75 non-itemized setup, cleaning, etc. fee.

Hours above the 6 hour package rate will be charged at \$300 per hour.

Fees for Organist, Music Director, Pastor, or Sound Engineer are not included in the above fees

\$195 Cleaning and damage deposit, refundable one week following the wedding (separate check from rental fees)

Honorarium for Prospect's Pastor for Wedding and Commitment Ceremonies

This is separate from the church fees for weddings and commitment ceremonies.

Weddings usually require 10-15 hours of the Pastor's time in counseling, preparations, presence and oversight of the rehearsal and wedding. Non-members are asked to give an honorarium in the range of \$300-\$500, at the couple's discretion. The honorarium may be given directly to the Pastor either as cash or by check made out to the Pastor. The honorarium is requested at the time of the rehearsal. The honorarium for small, informal ceremonies (less than 10 people) or those at an off-site location may be discussed directly with the Pastor.

Music

Prospect's sanctuary has a fine piano and organ. The piano is available for your use, the organ is available if pre-arranged with the church Music Director. You are welcome to bring your own musicians. If you would like referrals for instrumentalists or soloists, the church office will be happy to provide them.

REGISTRATION FORM FOR CHURCH SERVICES

Couple's Names:

1. _____ Phone: _____

Address: _____

2. _____ Phone: _____

Address: _____

Officiant's Name: _____ Phone: _____

Date and time of wedding: _____

Date and time of rehearsal: _____

User has read both sides of this form, understands and agrees to the rules and regulations stated herein, and will be held responsible for the care and maintenance of the building:

Signature

Date

Payments made:

TERMS AND CONDITIONS

Prospect United Church of Christ qualifies as a 501(c)3 tax exempt organization. We may rent or loan church space to other tax-exempt organizations on an unlimited basis, and to non-exempt organizations and individuals on a limited basis (not including religious services such as weddings and funerals, which are at the church's discretion.) We request the suggested donations to defray the costs we incur by making the building available to you. The user accepts responsibility for making restitution to the church for any damage to the property which may result from their use of the facility. 3rd floor office tenants are granted access to their office(s) at all times. When other groups are using the large room, tenants are asked to enter and exit their office(s) quietly to minimize their effect on the meeting taking place there. Other building users are asked to respect office tenants' access.

Prior to use, all renters must:

1. Present a photocopy of a current business license, corporate registration, documentation of tax exempt status or documentation of mailing address, as appropriate.
2. Present a copy of the renter's Board (or similar body) resolution granting authorization to sign on behalf of the organization (if the renter is not an individual).
3. Present documentation of insurance with Prospect Congregational Church as an additional named insured or document to the satisfaction of the Church the ability to cover any costs incurred by the Church as a result of the use.
4. Fill out and sign the standard use agreement.

Day of use:

1. Any items moved must be returned to their proper places.
2. Modest amounts of waste may be placed in the church garbage, food waste or recycling receptacles. Larger amounts, such as that created by parties, must be removed by the user.
3. All rooms must be left clean. Any dishes used must be cleaned and replaced to their proper places.
4. Church members and church events have priority in the use of the building. Please be aware that you may need to reschedule your event if the church has an activity. All efforts will be made to give you ample time to re-schedule.
5. 3rd floor office tenants are granted access to their office(s) at all times. Other building users are asked to respect office tenants' access.
6. Children accompanying groups must be supervised at all times. Preschool and Church Nursery toys are NOT available to building users.
7. NO SMOKING in the church building, or anywhere on the church grounds.
8. Follow instructions given to you at the time of booking regarding payment, key delivery and drop off.
9. You are responsible for the security of the building during your event and when you leave. ALL exterior doors are to remain closed and locked at all times. Make sure ALL exterior doors and windows are closed and locked when you leave the building. There are six exterior doors:
 - 1) West exit to alley
 - 2) North double doors to Prospect Street
 - 3) South door fire escape from Parlor to side yard
 - 4) East double doors to 20th Avenue (Main Entrance to Sanctuary)
 - 5) Elevator entrance at Northeast corner
 - 6) South exit from Fellowship Hall to side yard
 - 7) Exit from Parlor to side yardAlso, close interior doors for heat preservation, and for fire safety.
10. HEAT: For regular weekly users the heat will be programmed to come on just before your scheduled time. Occasional users must turn on the heat upon arrival. There are thermostat buttons to press that will turn the heat on for three hours. Buttons are in the parlor, fellowship hall, on the third floor, and in the sanctuary. Please heat only the area you are using. Hallways are NOT heated – **so keep interior doors closed**, and close them when you leave.
11. Prospect is not responsible for lost or stolen valuables. However, locked space can be made available upon request.

PLEASE TURN OFF ALL LIGHTS WHEN LEAVING.

Emergency phone numbers: Bill VanPelt (206) 324-9476, Jim Miller (206) 329-6218