

Name of Event _____ Date of Event _____

BUILDING USE FEES

Chapel	\$205
Chapel Kitchen (serving only)	\$35
Chapel Kitchen (cooking & serving)	\$110
Sanctuary & Lobby	\$405
Sanctuary Lobby Only	\$140
Sanctuary Kitchen (serving only)	\$70
Sanctuary Kitchen (cooking & serving)	\$205

Classroom 201/202	\$55
Classrooms (except 201/202)	\$55
Nursery	\$70
Toddler Room	\$70
Rooms 205/206/208	\$25
Hospitality Room	\$65

Fees are for use of up to one full day or 24 hour period (except Saturday evening)
Members of MVC receive a discount of 65% off building use fees
Approved community non-profit organizations receive a 40% discount off building use fees

Building Use Total:	
Discount % Applied:	
Total:	

ADDITIONAL FEES (Discounts do not apply)

- A **Program Coordinator** is required for all events at MVC. They will coordinate with the Building Coordinator, Tech Support and be available for other needs on behalf of your group. Program Coordinator **fee is \$100 minimum for the first 2 hours then \$30 for each additional hour. *estimates will be provided up front**
- The MVC technical room and technical equipment can only be used and/or operated by a trained technical team member of MVC. **The fee is \$100-\$150 (per day, depending on tech requirements) for the first 2 hours then \$30/hour for each additional hour, per volunteer and is required for ALL groups using the MVC technical room and technical equipment.** If a request for technical support is made, please allow one week for an answer.
- **If you use the Sanctuary on a Friday or Saturday,** you will need to set up the chairs for Sunday worship services according to the appropriate seat setup chart, which will be provided to you. If you are unable to do this, **a fee of \$100 will be charged** for the church to do it.
- **Groups over 50 and/or groups serving food will be charged a \$100 deep cleaning fee**
- **\$50 for events ending after 6 pm on Fridays and Saturdays**
- **\$75 Building Coordinator Fee for groups over 50 and/or weekend events (Friday, Saturday & Sunday)**

Program Coordinator Estimate:	
Chair Set-Up Total:	
Cleaning Total:	
Late Saturday Total:	
Building Coordinator Total:	
Tech Support Total:	
Additional Fees Total:	

PAYMENT OPTIONS

- Pay by check - drop at office or mail to Maple Valley Church, PO Box 590 Maple Valley, WA 98038 Credit card payments have an additional 3% processing fee. Payment may be through this link or by scanning the QR code below. Please type the event name in the memo line.
- **A 50% deposit** is required when the reservation is approved.



Building Use Fee Total:	
Additional Fees Total:	
Grand Total:	
Deposit Amount:	
Credit Card Transaction Fee:	
Final Payment Amount _{(by credit card):}	
Final Payment Due Date:	

BUILDING USE INFORMATION

MVC's facilities are provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's Statement of Faith and ECO Essential Tenets. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with the church's moral teachings. The pastor, or their official designee, is the final decision maker concerning use of church facilities.

- All MVC ministry related activities will take first priority for building use.
- **No smoking** is permitted in any part of the building. **No alcoholic beverages or drugs** are permitted in any part of the building, on the grounds or in the parking areas.
- The rooms must be returned to their original set-up after your event and vacuumed or cleaned if necessary.
- Generally building keys will not be issued for non-MVC ministry activities. Please contact the Front Office staff to arrange for unlocking and locking the building.

Insurance

- **Provide MVC with an Insurance Certificate** from your insurance company naming MVC as Additional Insured for the date you will be using any portion of the building, grounds or parking lot. A minimum liability limit of \$500,000 is required or \$1,000,000 is preferable.
- Any group or person using MVC property or building will assume full responsibility for any damages to MVC facilities and/or equipment, up to and including full replacement or repair.
- Any group or person using MVC property or building will assume full responsibility for any injury or loss to any member, participant or child with their group, and hereby releases MVC or any of its staff or members from any cost or liability for any injury or loss.

Insurance Certificate received by (initial & date): _____

Signature

Date