



General Building Use Fees

CPC reserves the right to approve all building use requests and the right to reduce or waive fees.

Building Use Fees

Rates reflect a 3 hour rental including set-up and clean-up time.

- **Sanctuary | \$150**

Rental includes use of foyer area and restrooms

Piano Use: The sanctuary grand piano may be used with prior approval (indicate request on Building Use Form). CPC maintains the piano in good condition with regular tuning, however, an additional tuning may be requested prior to event. The piano tuning will be arranged by CPC if notice is received at least two weeks prior to the event. A tuning fee of \$125 will be assessed to the requesting party.

Sound Technician: Please note that any sound system equipment use requires the hiring of a CPC sound technician during the event, for an additional fee of \$20/hour with a minimum of \$50.

- **Fellowship Hall | \$150**

Rental includes use of kitchen and lower level restrooms.

- **Miscellaneous Rooms | \$50**

Rentals may include parlor, nursery, foyer, classrooms, or balcony.

- **Additional Time | \$25/hr**

Additional charges begin after the 1st 15 minute increment over 3 hours.

- **Rehearsals | \$30/hr**

Rehearsals may be held in any room available for rent.

Sexton Fee

- Our sexton fee is \$20/hr, for all building usage, and each hour is billed in full after 15 minutes. Any additional time incurred on the day of will be billed accordingly.

Cleaning Fee

- There is a \$30 cleaning fee for all basic rentals (this includes cleaning before and after the event). If a meal is served in the fellowship hall an additional \$50 cleaning fee is required.

Facility Deposit

- \$300 payable at time event is secured on church calendar
- The security deposit insures against damages that may occur and ensures that our facility is kept clean
- If building is left in satisfactory condition following the event, the deposit will be returned within one week
- In the case of cancellation, a full refund will be given up to two weeks prior to the event. If notification received less than two weeks prior to event, facility deposit will be returned less \$50 cancellation fee.



General Building Use Policies and Guidelines

- CPC reserves the right to decide who can use our space and the right to reduce or waive fees
- Organizations which are involved in partisan political activities are not eligible to use CPC facilities for their activities/programs.
- The CPC Sexton on call will be responsible for opening of the facilities, setting temperatures, etc. All such requests should be directed to the Sexton at the time of the event.
- Parties renting the space must use only space(s) designated in the approved building use application.
- No changes to facility set-up can be made without prior approval
- Parties renting the space are responsible for assisting in keeping the facility clean and returning furniture to its original position.
- Decorations must be approved by CPC - if candles are used, they must be dripless and have some sort of a drip guard.
- Serving of alcoholic beverages will require proof of appropriate insurance coverage and prior approval by CPC.
- Smoking is not permitted within our facilities. CPC discourages smoking on our property, however if guests smoke outdoors, we request they do so in the back parking lot. Please extinguish all materials completely and dispose of them in the large commercial bin located in the corner of the parking lot.
- Parking – Please note that CPC has a very limited number of on-site parking spaces available M-F, 8am-5pm. Numbered spaces are reserved and may not be used during business hours. On-street metered parking may be available nearby. After 5pm and on weekends, there is free parking available at the adjacent parking lot on Whitney Avenue owned by Yale University.