

FIRST UNITED PRESBYTERIAN CHURCH
 406 North College Street, Charlotte, NC 28202
FEES AND PROCEDURES FOR USING FUPC FACILITIES (rev.7/2011)

The following fees were approved by the Session/Trustee Board and were made effective on June 22, 2008. (Revised by Facilities Task Force Committee- May, 2009 and approved for publication by the Session-May, 2011.)

For the purposes of this document, **a member is defined** as someone currently listed on the active role of First United Presbyterian Church, USA.

Deposit Fee (non-member only): A deposit of four hundred dollars (\$400.00) is required upon approval of application for facility usage by a non-member. The deposit does not apply to the fees for usage.

Facility Use Fees: All facility use fees must be paid one (1) month before the event. If these fees are not paid on time, the contract between the parties will be null and void. Fees are not refundable if the church office is not notified in writing two (2) weeks prior to change.

Maximum time limit for use of facility is six (6) hours unless approved by Church Administration/Wedding Coordinator.

Facility Use	Member Fee	Non-Member Fee
Sanctuary [Funerals, Weddings (includes 2-hour rehearsal), etc.]]	No Charge	\$750.00**
Education Building (Non Church Related Activity)	No Charge	\$100.00 per hour**
Sanctuary & Education Building (Wedding & Reception, etc.)	No Charge	\$1100.00**
Audio Technician	\$50.00	\$50.00
Custodian	\$100.00	\$100.00
Minister	\$100.00	\$250.00

**Every one-half hour over the time limit will cost \$75.00.

REQUESTS FORMS FOR USE OF FUPC FACILITY

Note: All requests should be made at least 3 months (or earlier if possible) prior to the event date to ensure that the date is available on FUPC calendar.

Type of Event	Forms Required (All forms are available on the church website.)
Wedding/Wedding Reception	<ul style="list-style-type: none"> • Read the <i>Policies and Procedures for Weddings/Receptions</i> document. • Complete the <i>Request to Use Facilities for a Wedding</i> form. • For Wedding Reception: Also complete the <i>Request for Use of Facility for Events/Receptions</i> form. • Complete the <i>Wedding and Reception Facility Use Agreement</i> form.
General Events/Activities	<ul style="list-style-type: none"> • Read the <i>Policies and Procedures for General Events /Activities</i> document. • Complete the <i>Request for Use of Facility for Events/Receptions</i> form.

FUPC CONTACT INFORMATION

- Church Office Contact: Church Secretary
- Church Office Phone Number: 704-376-8014/Church Fax Number: 704-376-8329
- Email: Secretary@fupcc.org; Church Website: fupcc.org