

## Peter the Rock Chapel & Parish Ministry Center Facility Use Fees

<b>Peter the Rock Chapel</b>	
Parishioner	\$100/hour
Non-Parishioner	\$400/hour
Cleaning fee	\$100
Building Management Fee *	\$50
Damage Deposit ****	\$500

<b>We can help arrange for the following needs as required:</b>	
Clergy *	\$75 (optional offering)
Accompanist/Planner for Music *	\$200
Cantor *	\$150

<b>Parish Ministry Center</b>	
Insurance **	\$100
Parishioner	\$50/room per hour \$200/room up to five hours \$25 each additional hour
Non-Parishioner	\$100/room per hour \$400/room up to five hours \$50 each additional hour
Cleaning fee	\$50/room for a maximum fee of \$350 if multiple rooms are rented
Building Management Fee *	\$50
Damage Deposit ***	\$500
A/V fee ****	\$25
Kitchen use fee	\$50

\* Payable on the day of the event to the building manager, clergy member, accompanist and cantor with cash or check.

\*\* Provided by the Diocese of Colorado Springs. Private insurance is also accepted, see the building manager for details.

\*\*\* The entire deposit will be refunded after the event provided there is no damage to the property, furniture, equipment, etc.

\*\*\*\* Includes use of the sound system, microphone, big screen TV, internet access, media players.

### **Reservations**

50% of the total payment is due at the time of reservation. Balance is due 30 days prior to event.

### **Cancellations and refunds**

Cancellation more than 30 days prior to the event: 100% of payment less a \$100 administration and processing fee will be refunded.

Cancellation less than 30 days prior to the event: 50% of payment less a \$100 administration and processing fee will be refunded.

Cancellation requests must be received in writing.