

APPENDIX B

800 Cass Street – Monterey, Ca. 93940

Phone: (831) 373-1523

www.LetsGoToBethlehem.org

Bethlehem Lutheran Church Facility Usage Fees

The following rates are based on Facility expenses to include but not be limited to: Gas, Electric, Water, Janitorial Services, Janitorial supplies, Insurance, MRWPCA, Garbage, Fire system maintenance, some administrative labor costs and misc. repairs caused by normal wear and tear.

**Notes and Comments:**

* All groups must set tables and chairs as needed for their use and set back to standard set up (see posted diagram on the bulletin board).
* Bathroom and hallway use maybe shared with other users.
* The kitchen is not to be used without permission and inclusion of the kitchen fee.
* Audio Visual capabilities are available. Training is required as well as an AV fee.
* All garbage must be taken out after the event. The key is on a hook by the pantry in the kitchen.
* User is required to lock-up after use. A lock-up chart is available for your reference.
* All Facility users are required so show proof of insurance unless the event is covered under the Bethlehem’s insurance.
* All rates and exceptions are at the sole discretion of Bethlehem Lutheran Church.

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| Room | Capacity | Time & Day Details | Share Rate | Kitchen Rates | Cleaning & Key Deposits | Audio Visual |
| Sanctuary (Weddings & Funerals) | 300 | One day minimum  | $400 | N/A | $150 | Included |
| Ministry Center Building & Patio | 400 assembly  | 4 Hours or less | $100 | $50 | $150 | $25 |
| Ministry Center Building & Patio | 310 assembly 145 dining | 4 Hours or More  | $175 | $65 | $150 | $25 |
| Ministry Center Hall  | 310 assembly 145 dining | 4 Hours or less | $85 | $50 | $150 | $25 |
| Ministry Center Hall | 310 assembly 145 dining | 4 Hours or More  | $150 | $65 | $150 | $25 |
| Ministry Center Nursery  | 12 Kids | Time to be arranged  | $25 | N/A | Included | N/A |
| Ministry Center Classroom 1 conference style with tables | 35 | 4 Hours or less4 Hours or More | $35$50 | $50$65 | $75 | N/A |
| Ministry Center Classroom 2 | 35 | 4 Hours or less4 Hours or More | $35$50 | $50$65 | $75 | N/A |
| Ministry Center Classroom 3 | 35 | 4 Hours or less4 Hours or More | $35$50 | $50$65 | $75 | N/A |
| Ministry Center Classroom 4 | 40 | 4 Hours or less4 Hours or More | $35$50 | $50$65 | $75 | N/A |
| Ministry Center Classroom 5 with Conference Table | 25 | 4 Hours or less4 Hours or More | $35$50 | $50$65 | $75 | N/A |

