

Presbyterian Church
Edmond, Oklahoma
Revised May 25, 2009

CHURCH FACILITY STEWARDSHIP POLICY

The Mission of the First Presbyterian Church of Edmond (FPCE) is the equipping and making of disciples for Jesus Christ. In support of this Mission, priorities have been established for the use of the buildings, equipment and grounds. The facilities are dedicated first to those programs and ministries that are the foundation and core of the Mission of FPCE. Guidelines have been established for the other events and activities that are also a vital part of the life and ministry of the church.

Pastoral and Program Staff members may reserve facilities up to eighteen months in advance for those programs and events that are essential to the Mission of the church. When limitations of space or other capabilities are encountered, the Pastoral Staff is responsible, as a team, to explore alternatives and to resolve questions of priority.

Other members of the church staff and individual officers and members of the congregation may reserve facilities for use up to six months in advance for those activities or events that relate directly to the ministries of FPCE. When a continuing need for space extends for more than six months into the future, the reservation will have to be resubmitted periodically, but not more often than every three months.

Requests for the use of church facilities should be submitted in writing or via the EMS system located on the FPCE web-site a minimum of two weeks prior to use to allow time for arrangements to be completed. A set-up request, completed and submitted to the scheduling office, at least one week prior to the event when a custom or non-standard set-up is requested will ensure that the church staff is informed of all activities and that facilities will be ready for the proposed use. Forms for this purpose are available in the church office, and a schedule of events is also available to aid in planning. Any related fees are to be paid at the time the request is made. Fees will be refunded if at least twenty-four hours' notice is given in the event of cancellation.

In the interest of community service, the church offers its facilities for voting purposes for federal, state, county, and city elections at no charge; however, donations are accepted.

The Sanctuary is reserved for the use of the Church and Church related activities only. Individuals, community and civic groups, and organizations not sponsored by the FPCE may be authorized use of designated rooms and facilities as long as such use is consistent with the purposes, ideals and tenets of FPCE. Commercial, for-profit groups, or organizations or individuals will not be permitted use of the facilities unless the intended use is consistent with FPCE's purposes, ideals and tenets and is in the interest and general welfare of the church and/or the surrounding community. Such use requires prior approval of the Finance and Property Committee (such authority may be delegated to staff) and is subject to the following fees: (excluding equipment)

Designated Classroom	\$30.00/Day
Fellowship Hall	\$60.00/Day (up to 50 people; \$10.00 extra for every 20 people there after)
Lecture Hall (2115)	\$45.00/Day
Miracle Movies	\$45.00 (other fees may apply)

Greenhouse	\$150.00 (up to 150 people, \$10.00 extra for every 20 people there after)
Family Life Center/Kitchen	\$300.00/Day (up to 150 people, \$10.00 extra for every 20 people there after) (Includes silverware, china, stoves and warmers)
Great Hall/Catering Kitchen	\$300.00/Day (up to 150 people, \$10.00 extra for every 20 people there after)
Parlor	\$30.00 (NOT to be used for dinners)
Palmer Room	\$30.00 (The fee will be \$50.00 when furnitureis to be moved, this excludes the pool tables.)

Add \$25.00 for custodial fees if serving meals in 2115, 2114, 2108, 2106, the Fellowship Hall, and The Palmer room

Add \$50.00 refundable deposit when meals are to be served.

Add \$25.00 for custodial fees if popcorn is served in Miracle Movies

Meals may only be served in rooms 2115, 2114, 2108, 2106, the Palmer Room, FLC, Fellowship Hall, Great Hall and the Greenhouse.

Members wishing to use the facilities for personal or private use other than for a wedding or reception shall pay a usage fee as follows:

Family Life Center/Great Hall	\$100.00/Day
Greenhouse	\$75.00/Day
Fellowship Hall	\$45.00/Day
Other Rooms	\$30.00/Day

Use of the recreational area of the Family Life Center for games and sports is reserved for the Adult, Youth, Kids and ECP ministries of the Church. All such recreational activities must be conducted under the direct supervision of a staff member or designated church member for the ministry using the facility.

There shall be no charge for use of the church for funerals either for members or non-members. When found necessary by the Pastoral Staff, events or programs previously scheduled may be altered or rescheduled to accommodate a funeral service.

Equipment Usage:

It is expected that users of any of the above facilities will be responsible for leaving the premises as they found them. This includes washing dishes and serving items, and returning them to their proper place of storage.

Chairs, tables, projectors, screens and other church equipment may not be taken from the premises without prior approval of the *Facilities Manager or other designated staff*.

Sound and audio-visual equipment may only be used by prior arrangement and must be requested at the time the reservation is made. Microphones can be set up for use in the Family Life Center, Fellowship Hall, Greenhouse, Great Hall and the Undercroft lecture room (2115). The soundboard in the Sanctuary can only be operated by or under the direction of the church Sound Technician, and only by prior arrangement. Cost for the Sound Technician is \$30.00 per hour. (Please see Appendix E for equipment fee schedule.)

Available Times:

No Saturday events shall be scheduled in the church except for church sponsored groups, weddings, funerals, or members having the prior approval of the *Facilities Manager or other designated staff*. Saturday events that involve the Sanctuary, Great Hall, Palmer Room, Greenhouse or Family Life Center are to be concluded by 5:00 p.m. Exceptions must be approved in advance by the Pastoral Staff.

The church facility is available during the hours when it is normally open with a custodial staff member on duty. When the custodial staff is not on duty, the building is not available; this includes holidays. Overnight events are not permitted. All groups shall have the building vacated by 10:00 pm. Abuse of time limits may affect approval of future facility use by that group or organization. When a deposit is required the deposit will also be forfeited.

The church facility will reserve space for one large event per weekend; weekends will encompass Friday, Saturday & Sunday. Exceptions must be approved by the *Facilities Manager or other designated staff*.

Set-up assistance on Sundays will be limited and assessed on a case by case basis.

Sundays are reserved for the use of the Church and Church related activities only.

The church reserves the right, should an unanticipated church-related need arise in conflict with an event, to cancel the scheduled event. The church will make every effort to provide adequate notice, but church events will always have priority.

Responsibility:

Children of people who are using the facilities are expected to be in the rooms scheduled for use by the group or in the nursery, by prior arrangement with the nursery coordinator. Call the church office for the nursery coordinator's name and phone number. Children will not be permitted to roam about the building, or to play in other rooms.

At no time should anyone be using, removing or moving supplies or equipment not previously arranged for.

Persons in possession of a church key or door code shall not loan the key or reveal their code to anyone. Completion of reservation request with a confirmed response will ensure that the necessary doors are opened and locked at appropriate times.

The consumption or use of tobacco and alcohol in any form is strictly prohibited on or in any facility (building, equipment, vehicle or grounds) of the church.

Exceptions to this policy must be submitted in writing to the Finance and Property Committee at least two weeks prior to its next regularly scheduled meeting.

- Appendix A Weddings and Receptions
- Appendix B Guidelines for Use of Parlor
- Appendix C Guidelines for Caterers
- Appendix D Van Use Policy
- Appendix E Equipment Fee Schedule

Approved by Session May 26, 2009

Appendix A

Having Your Wedding at First Presbyterian Church

You are on the threshold of one of the greatest events in life – your marriage! We are happy that you wish to have the wedding ceremony performed here, and we will do our best to insure that your wedding day and the years of your marriage are filled with the love of God in Jesus Christ!

With that in mind, please know that we approach your wedding ceremony as a worship service and your marriage as a sacred, life-long commitment. The policies which follow are intended to enhance this understanding expressed in the Directory for Worship of the Presbyterian Church (U.S.A.) as follows:

Christian marriage should be celebrated in the place where the community gathers for worship.

As a service of Christian worship, the marriage service is under the direction of the minister and

the supervision of the session. The marriage ordinarily takes place in a special service which

focuses upon marriage as a gift of God and as an expression of the Christian life.

As a worship service, your wedding ceremony will include not only your vows, but also prayers, often music, and a message appropriate to the day. The sacrament of the Lord's Supper is permissible, but only as authorized by the Session of the church and inclusive of all baptized attendees at the wedding. Every aspect of the wedding – the ceremony, the decorations, the decorum – should bring honor and glory to God.

Honoring the *Oklahoma Marriage Initiative*

The Session of First Presbyterian Church of Edmond believes thoughtful and intentional pre-marriage preparation is vital to the success of all marriages regardless of age or circumstance. We pray you will be blessed by these opportunities and will consider each to be a special wedding gift from our church to you! With this in mind:

Weddings at First Presbyterian Church of Edmond will not be scheduled until you have completed the FOCCUS evaluation and the follow up with a trained Mentor Facilitator. Because of its importance our church has become part of the *Oklahoma Marriage Initiative* and has adopted the following standards for all engaged couples seeking to be married in our church:

- Meet with your pastor and set a tentative date
- A preparation period of at least four months.
- Pre-Marriage Ministry
 - *FOCCUS, Inc. Inventory* (Facilitating Open Couple Communication, Understanding & Study) is a self-diagnostic inventory designed to help couples learn more about themselves and their unique relationship. It is not a test nor meant as a predictor of success or failure in marriage. It is a tool to help couples name and work through issues before marriage. *FOCCUS, Inc. Inventory* is facilitated by an assigned mentor couple or pastor.

You may expect to meet with your Mentor Couple several times prior to the wedding and several times during your first year of marriage.

- A mentor couple is a more experienced couple who empowers a newly married couple through sharing resources and relational experiences. The relationship begins with the initial *FOCCUS, Inc. Inventory* and continues through the first year of marriage.
- If you are not being married by a pastor from our church and/or live away, you may take the *FOCCUS, Inc. Inventory* and follow-up through your home church or community. A letter or certificate of completion will be required. If you are in the military and living out of state, *FOCCUS, Inc. Inventory* is available through most branches of the service and can be taken on the base where you are stationed.
- “Together Forever Retreat”, a pre-marital event offered by our church or an approved off-site retreat. If distance makes this a hardship, you may request from the pastor who will perform your wedding, permission to attend a workshop of similar length and content at your home church or community. This will be in addition to the pre-marital mentoring. If participating in a pre-marital workshop other than the “Together Forever Retreat”, please provide the Wedding Coordinator with the name of the workshop and a letter of completion from either your Pastor or facilitator of the workshop.

Getting Started

Please read through this booklet in its entirety and then make a personal appointment with a member of our pastoral staff to talk about your wedding. You must secure a pastor’s agreement to perform the ceremony. If you want to have a pastor from outside our church officiate at your wedding, a letter of request must be sent to the Session (our governing body) which includes information about the pastor’s credentials and indicates that pastor’s willingness to abide by this policy. Notification of authorization will come by return mail from the Clerk of Session. Members and their immediate family (parents, children, and grandchildren) may be married in the church. Members are defined as individuals who have officially joined the church and are on our membership rolls.

Scheduling Your Wedding

All weddings are scheduled through our Wedding Coordinator, whose name and number are available by calling the receptionist in the church office at 341-3602, Monday through Friday, between the hours of 8:30 a.m. and 4:30 p.m.

The Wedding Coordinator will:

1. Contact the FOCCUS Inc. coordinator to schedule the FOCCUS inventory.
2. Provide you the Wedding Reservation Form

3. Ensure the date and time you have requested are available.
4. Confirm your arrangements with the pastor
5. Review the details of your plans with you.

**** *Your date is not confirmed until:***

1. The FOCCUS survey is completed and evaluated.
2. The Wedding Information and Reservation form is completed
3. and returned with \$100.00 deposit made payable to First Presbyterian Church
- 40 The pastor has confirmed the arrangements.

The remainder of the total inclusive fee must be given to the Wedding Coordinator two weeks prior to your wedding. As you plan toward your wedding day, keep in mind that weddings may be scheduled for the sanctuary to begin no later than 7:00 pm, and that the sanctuary must be completely vacated by 9:00 pm. The entire facility must be vacated by 10:00 pm.

Working With Our Wedding Coordinator

All weddings regardless of size or location must be arranged through the Wedding Coordinator. Our Wedding Coordinator will be your primary contact in arranging all details of your wedding. As soon as your wedding has been scheduled and confirmed, our Wedding Coordinator will work with you from that point through your wedding day and will help you attend to the many details related to having your wedding in our church.

The Wedding Coordinator will schedule a time to meet with you and do the initial planning for your wedding, answering questions you have regarding the details of how weddings are conducted at our church. The Wedding Coordinator will be present at your wedding rehearsal to help that event go smoothly and at your wedding, coordinating the activities of the wedding photographer, videographer and florist. The Wedding Coordinator also will help in the special seating of grandparents and parents, as well as with the processional and other matters, and is trained to put you at ease and to take care of the details that will make your wedding go smoothly.

Anticipating the Costs of Your Church Wedding

The cost to have a wedding in the Church Sanctuary is \$600 on non-holiday weekends and \$650 on holiday weekends (extra fees are for overtime pay for our hourly staff and apply to those holidays recognized in the Church Personnel Policy). This fee includes the services of the wedding coordinator, organist, sound and lighting technicians, and custodians for the rehearsal and wedding. It also includes the cost of the *FOCCUS* Survey, pre-marriage seminar, and equipment such as the candelabras, unity candle, and kneeling bench.

The costs for small, private weddings are dependent upon what staff are required and are assessed according to a separate fee structure available upon request. This includes

weddings in the sanctuary, Prayer Chapel, or other rooms, and may involve charges covered in a separate Facilities Stewardship Policy.

Please be aware that honoraria or payment to soloists or other guest musicians are not included in the fees above. These are the responsibility of the wedding party, and usually the family of the bride.

Our Pastors do not charge a fee for weddings. A customary honorarium for your pastor for counseling and conducting the wedding may be discussed with the Wedding Coordinator, and is usually the responsibility of the groom.

The cost for the use of the Great Hall or another room for a rehearsal dinner or reception is \$200 per event.

Childcare, as needed, may be requested through the Wedding Coordinator and must be secured by the church's Childcare Coordinator. There is a two-hour minimum with charges pro-rated in 30-minute intervals after the two hours. The number of children attending will determine the number of workers needed, and charges will be assessed accordingly. Child care is available at a rate of \$10.00/hour/worker and requires a minimum of two persons for at least two hours (\$40 minimum).

Making Music Arrangements

Because you desire a church wedding, we want to help you make it an act of Christian worship in a spirit of reverence. Music is an important part of most ceremonies and you will want to give it careful consideration. Our Wedding Coordinator will put you in contact with our Director of Music who will be happy to help you select music for this very special occasion. Music suitable for the marriage service directs attention to God and expresses the faith of the church (*Directory for Worship*, W-2.1004). Approval by the Director of Music is required for all music, including selections and musicians, at least 45 days prior to the wedding.

Our church has several soloists who can be secured through our Director of Music. Guest musicians chosen by the wedding party may be used, but are also subject to the approval of the Director of Music. The use of the organ is restricted to our church organists if they are available, or an organist approved by the Director of Music if one of our organists is not available. The Director of Music will have the sound system and technician available for a total of two hours for the rehearsal and wedding.

Having the Reception at Our Church

We would be pleased to provide a lovely place for you to have your wedding reception if you choose. All wedding receptions taking place in our church shall be coordinated and supervised by our Wedding Coordinator.

Your reception will need to be handled by a full service caterer. Please note that your caterer will not have access to our kitchen facilities, so food and drink will need to be prepared before bringing it to the church. If a caterer brings food or equipment which must be returned to them, they must plan to come back to the church no later than three hours after the reception starts to pick up the equipment. There is no place to store the caterer's equipment at the church and the church will not accept responsibility for it.

Two hours will be reserved for your reception. Wedding receptions are ordinarily held in the Great Hall, but other rooms are available. All food and drink must be confined to the room reserved for the reception. Red punch is not allowed in any carpeted room. The fee for a reception includes the use of the facility, tables, chairs, and custodial services.

If dancing is desired at the reception a room other than the Great Hall must be used and the time constraints mentioned elsewhere in this policy must be observed.

Planning for Flowers, Candles, and Photography

Your florist will need to set up your selections two hours prior to your wedding and those items need to be removed from the building one hour following the time of the wedding. The church does not have room to store any items that are left and will not assume responsibility for them.

Only mechanical candles may be used. The Wedding Coordinator must approve candles not provided by the church.

You and your photographer should agree on a time for you to be ready well before the ceremony begins in order to provide you with the best pictures possible. Your photographer should be instructed to take as many pictures as possible before the wedding.

Once the Call to Worship has been given, only proper decorum for worship should be exercised. . This includes refraining from photography during the service. Please inform family and friends of this prohibition. The use of a video camera is permitted, provided it is from an unobtrusive and fixed position approved by the Wedding Coordinator.

Considering a Few Other Important Matters

The communion table is reserved for the elements of communion. Pictures, flowers and or other decorations are not allowed.

Alcoholic beverages of any kind and tobacco use are explicitly prohibited in the church's facilities. All food and beverages are restricted to the room contracted for the reception and should not be taken into other areas of the building.

Flower girls are to drop dried or artificial flower petals when walking down the aisle. Unfortunately, fresh flower petals stain the carpet.

Glitter, confetti and other like items are prohibited.

If you throw packets of birdseed or release bubbles, please do so outside when the couple leave the building. All such items must be approved in advance by the Wedding Coordinator.

Any items that have been rented by you for your wedding are your responsibility and should be removed from our building immediately following the ceremony.

Any items belonging to members of the wedding party which are lost or misplaced will not be the responsibility of the church. Every precaution should be taken by the wedding party to secure all valuables.

Please designate a person to remove all gifts and vases of flowers from the church immediately following the wedding.

The Bride's Room and Groom's Dressing Room will be available to you and your wedding party two hours prior to the wedding and one hour after the wedding. Make-up should be applied and hair styled prior to your arrival. Please do not bring fingernail polish or remover into the Parlor. Food served in these rooms should be refreshment type only, and coasters must be provided if drinks are served. The kitchenette adjacent to the Parlor is available for your use. Please do not move any furniture or chairs into or out of these rooms. Extra chairs can be provided upon request.

Items broken or damaged should be replaced or paid for by the person responsible for scheduling the wedding.

The pastors and staff of our church look forward to serving you in a positive manner during the events surrounding your wedding. Our Wedding Coordinator is ready and willing to provide expertise and wise counsel gained from experience. Please feel free to contact her with any additional questions. We look forward to working together with you to make your wedding the most special and sacred event possible, all to the glory of God, the author and designer of the institution of marriage!

Approved by Session on April 28, 2008

Appendix B
GUIDELINES FOR USE OF THE PARLOR
First Presbyterian Church of Edmond

The Parlor is designed and furnished specifically for the following events, activities and occasions:

Dressing and preparation of bridal party prior to weddings.

Gathering of families during times of bereavement prior to funeral services.

Small group adult meetings.

Small group adult Bible Studies.

PW Council and Circle meetings.

Other small group adult gatherings or meetings as deemed necessary by staff.

We request that this lovely facility be used with respect and care. Please do not move in tables or chairs.

Food served in the Parlor should be “refreshment-type” only. Coasters are provided if drinks are served. The Parlor has seating for 13; the removal or addition of tables and chairs must be arranged through the use of the Room Arrangement Form and be performed by the custodial staff.

Appendix C
GUIDELINES FOR CATERERS
Using the facilities of the First Presbyterian Church of Edmond

1. A Certificate of Insurance showing both Liability and Workers' Compensation coverage must be on file with the Church office before any work is performed in the Church.

 2. Guidelines for uses and clean up of kitchen and other areas in the building are posted. Please leave the areas of the Church you use in the same order as you found them. Please read and follow all instructions for clean up and trash disposal. Mr. Jim Pennington, Building Superintendent, will supervise all uses of the kitchen.

 3. Due to the lack of storage space in the church, no catering items can be stored anywhere in the facility. Please make sure you remove all items belonging to you following the event.

 4. Please provide substantial floor coverings under and around areas of food service, especially where cakes and beverages are served.

 5. Tables, chairs or any other Church provided equipment will be set up by the Church staff if the request is placed at least three days prior to the event.
- 40 Use of church owned items will be coordinated through the Wedding Coordinator and Building Superintendent.

Equipment provided by the Church for your use is as follows:

6 – 3' x 8' rectangular tables
40 – 60" round tables w/ chairs

Appendix D
Offsite Event and Travel Policy (*Van Use Policy*)
First Presbyterian Church of Edmond

Driver responsibilities and expectations:

1. The church's insurance carrier recommends that all drivers should be between the ages of 21 and 70 for all church sponsored event(s) and vehicle(s). All drivers must have a current driver's license.
2. No one under the age of 18 shall be permitted to drive another participant in their personal vehicle without prior written approval by a parent or guardian for offsite events. The passenger(s) shall also have prior written approval from a parent or guardian. The only exemption is in the case of immediate family members who have their parent(s) or guardian(s) prior permission.
3. No one under the age of 18 shall be permitted to drive their personal vehicle during an event. They may drive only to and from the event location with prior written consent from a parent or guardian.
4. All drivers of church owned, rented, or leased vehicles shall be approved by the appropriate committee sponsoring the event in coordination with the Finance and Property Committee of the Session prior to the trip or event. In addition, all drivers must sign a Van Driver Authorization Form, acknowledging they have received a copy of the policy, have read and understand the policy, and agree to comply with the policy. The form must also be signed by the approving committee and must be submitted to the Finance Manager prior the van(s) being used.
5. All drivers of church owned, rented, or leased vehicles must complete annually a risk management (*driver's safety class*) course conducted by the church and prior to the first event they are scheduled to be a driver.
6. Each driver on a trip shall provide the event leader or supervisor with a list of passenger(s) in their vehicle.
7. Each driver shall also provide a cell phone number to the trip leader, if available and carry that phone with them during the event, in case of emergency.
8. Each driver shall receive a copy of the entire participant list for the event prior to departing the church.

Participants Safety Information:

1. All children and student participants must have a signed Activity Permission and Medical Form from a parent or guardian authorizing their participation in the event. A copy of this form shall be on file in the main church office. The original form will accompany the trip leader.
2. Prior to departing for an event all participants shall gather for a group information time to review rules and information. The trip leader shall also lead the group in prayer prior to departing.
3. All riders in vehicles must use proper safety belts whenever the vehicle is in motion. Children under the age of six (6) must use federally approved car seats or booster seats. No child under the age of 12 shall sit in the front seat of any vehicle.
4. The trip leader shall provide a complete list of participants, leaders, and drivers involved in the event to the church office before departing that includes the correct name of each participant and contact information.

5. There shall be a designated contact person who remains in Edmond during the event who will be contacted in case of an emergency. This person's phone number(s) shall be given to all adult leaders and parent(s) or guardian(s) of participants to contact in case of an emergency.

Vehicle Safety Requirements

1. All church owned vehicles shall be equipped with a stocked first aid kit.
2. All church owned vehicles shall have maintenance records kept on file. If there is a potential maintenance item identified prior to an event and the item is not repaired, that vehicle shall be taken out of service. If the driver does not deem that vehicle safe, they are authorized to take it out of service.
3. When there are two (2) or more vehicles, the entire group of vehicles shall travel as a caravan with each vehicle's lights on for safety.
4. When there are two (2) or more vehicles traveling in a trip longer than one (1) hour each vehicle shall be equipped with a two-way radio for communication between vehicles.
5. All trips over two (2) hours require two (2) qualified drivers per vehicle. The drivers shall alternate on a maximum of two-hour shifts.
6. When the church uses charter transportation companies to provide driver(s) and /or vehicle(s) the company shall comply with all federal transportation guidelines for driver safety and vehicle safety. If the trip leader(s) deem the charter company's driver or vehicle is unsafe they shall take appropriate action(s) to ensure the safety of all participants. If it is reasonably possible and appropriate the trip leader should consult with a representative of session and/or appropriate committee of session. The charter company information shall be kept on file in the church office.

General

1. The use or possession of any alcohol, illegal drugs, fireworks, weapons of any kind, or any other illegal substances are prohibited.
2. All participants and adult leaders shall comply with event rules and are responsible for their personal actions during the event that may result in consequences including being sent home from the event at their own expense.
3. The church maintains supplemental health coverage for trip participants and adult leaders while on a church sponsored event. Employees of the church are covered under a standard workman's compensation insurance. Supplemental Insurance coverage supplements the participant's health insurance.

VAN DRIVER AUTHORIZATION FORM

FIRST PRESBYTERIAN CHURCH OF EDMOND

The undersigned driver hereby acknowledges that he or she:

- Has received a copy of the Van Use Policy
- Has read and understands the Van Use Policy
- Agrees to comply with the Van Use Policy

The purpose of the trip is: _____

The expected duration of the trip is from _____ to _____

Driver signature _____ Date signed _____

Driver name (please print) _____

The above driver is approved by the following Committee:

Committee name: _____

Signed for the Committee _____ Date signed _____

Signed by (please print) _____

**Note: This form must be submitted to the Finance
Manager prior to the van(s) being used.**

EQUIPMENT FEE SCHEDULE

Equipment Description	Members	Non-Members
Piano	\$35.00	\$75.00
Projector	\$10.00	\$25.00
TV/DVD Combo (Portable)	\$10.00	\$25.00
White Board (Portable)	\$5.00	\$10.00
Cords	\$0	\$5.00
Riser	\$5.00	\$10.00
Sound Equipment (includes one microphone)	\$10.00	\$25.00
Additional Microphone	\$0	\$5.00
Podium	\$0	\$5.00
Screen	\$5.00	\$10.00
Overhead Projector	\$10.00	\$20.00
Music Stand	\$0	\$5.00 ea
Lectern Table	\$0	\$5.00 ea
Coffee Set-Up (includes cups, creamer, sugar, etc.)	\$0	\$15.00
Coffee Decanter	\$0	\$5.00
Dividers	\$5.00	\$10.00
Basketball Goals	\$15.00	\$30.00
Easel	\$0	\$5.00

Approved by Session May 26, 2009