



**ST. STEPHEN’S LUTHERAN CHURCH**

1001 Olson Lane  
El Dorado Hills, CA 95762  
916-933-1441 [www.sslcedh.org](http://www.sslcedh.org)  
St-steph@sslcedh.org

**FACILITIES USE FEES**

<u>AREA OF USE</u>	<u>INDIVIDUAL / GROUPS</u>		<u>NON-PROFIT ORGANIZATION</u>
	<u>1-4 Hours</u>	<u>Over 4 Hours</u>	<u>Per Day</u>
Sanctuary	\$ 100.00	\$ 30.00/Hour	\$ 75.00
Fellowship Hall	\$ 200.00	\$ 50.00/Hour	\$ 100.00

**ADDITIONAL GENERAL USE FEES NOT DICTATED BY HOURS USED:**

	<u>1-4 Hours</u>	<u>Over 4 Hours</u>	<u>Per Day</u>
Organ/Piano	\$ 50.00	\$ 5.00/Hour	\$ 25.00
Kitchen	\$ 60.00	\$ 10.00/Hour	\$ 30.00
Park	\$ 75.00	\$ 10.00/Hour	\$ 35.00
Parking Lot Only	\$ 75.00	\$ 10.00/Hour	\$ 35.00

**SECURITY DEPOSIT**

A Security Deposit will be required for use of facilities as follow:

\$100.00 When only coffee, tea, drinks are consumed

\$300.00 When food and beverages are consumed

A reservation and refundable cleaning deposit should be received by the Church 30 days prior to use of the hall. User shall notify St. Stephen’s when a cancellation is needed. Cancellation in writing by the event organizer or by email must be received 7 days before reservation date to receive full refund or deposit.

Security Deposits will be returned upon completion of event and inspection of the premises to assure that no additional clean-up or repairs are needed.

Facilities Use Policy states applicants are responsible for set up and clean up – leaving the facility in same condition as prior to use, or custodial fees will be assessed from the security deposit.

Non-Profit organizations must submit a copy of their proof of non-profit status 501 (C) (3) and proof of current liability insurance.

Please visit our website to view our current calendar and to check for available dates.

[www.SSLCEDH.org](http://www.SSLCEDH.org)

Organization / Name of User: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address \_\_\_\_\_