



BUILDING USE POLICY

3606 Beauchamp Houston, Texas 77009
 713-869-1493 www.zionlutheranhouston.org

FEE SCHEDULE

Down Payment. One-half of the total rental fees is due to secure booking. Payment must be made in full no later than 30 days prior to the event date.

Security Deposit. A \$300 to \$500 refundable security deposit will be required at final payment. Provided there is no damage to the building, your security deposit will be returned in a timely manner. The person signing the Building Use Agreement shall be responsible for paying any and all costs not covered by your security deposit. Please notify the office administrator of any defacement, damage or breakage to the facilities. If, for any reason, you cancel your event once a signed contract is on file, your deposit will be refunded to you, less \$35 in administrative fees.

Time. Rental fees are for events of approximately a 6-hour block of time. **Additional time will require prior written approval and will carry an additional \$25/hour fee.**

	Member Fees	Guest Fees
Sanctuary	No charge	\$250
Great Room with Kitchen	\$200 suggested donation \$100 for half	\$450 for entire Great Room \$250 for half
Meetings		
Choir Room	No charge	\$25
Parlor	No charge	\$25
Resource Room	No charge	\$25
Work Room (by offices)	No charge	\$25
Custodial Fees	\$140	\$140
Additional Hours (beyond 6)	\$25/hour	\$25/hour
Table/Chair Set-Up	\$75	\$75
Playground	\$50 (bathroom use also included)	\$100 (bathroom use also included)
Pavilion	No charge	\$25
Building Facilitator	\$20/hour	\$20/hour
Media Facilitator	\$20/hour	\$20/hour
Administrative Fee	\$35	\$35
Organist	Contact organist for fee schedule.	Contact organist for fee schedule.
Pastor	Donation	\$250
Pre-Marital Counseling	No charge	\$30
DEPOSIT	\$300 - \$500 based on space used	\$300 - \$500 based on space used