



Ephesus Seventh-day Adventist Church Facility Use Fee Schedule

Event: _____ Date of Event: _____

Please Note: The Ephesus Seventh-day Adventist Church does not set the following charges as a means of raising funds, but rather to cover the cost of utilities and personnel services. This fee schedule does not apply to the internal ministries of the Ephesus Church.

Areas	Member ¹ Deposit ²	Member Rental Fee	Non- Member Deposit	Non- Member Rental Fee	Totals
For Weddings (4 hours maximum, not including rehearsal)					
Sanctuary ³ and Classroom Use only	\$100	\$100	\$100	\$300	
Sanctuary, Classroom, and Fellowship Hall Use Only	\$100	\$200	\$100	\$400	
Sanctuary, Classroom, Fellowship Hall, and Kitchen Use ⁴	\$100	\$300	\$100	\$500	
For Funerals (4 hours maximum)					
Sanctuary Use only	\$0	\$0	\$100	\$300	
Sanctuary and Fellowship Hall Use Only	\$0	\$0	\$100	\$400	
Sanctuary, Fellowship Hall, and Kitchen Use	\$0	\$0	\$100	\$500	
For Special Events (e.g., Concerts, 4 hours maximum⁵)					
Sanctuary and Classroom Use only	\$100	\$200	\$100	\$400	
Sanctuary and Fellowship Hall Use Only	\$100	\$300	\$100	\$500	
Total for This Page					

¹ A member is defined as a person who is on the church roll. For weddings only, a member could be the bride, groom, or one of the parents.

² ALL DEPOSITS ARE NONREFUNDABLE and required at the time of the request.

³ Use of the sanctuary includes audio and custodial services and the presence of a church representative.

⁴ Church kitchen supplies are not included in the rental.

⁵ Including sound check.

(over)

Areas	Member ¹ Deposit ²	Member Rental Fee	Non- Member Deposit	Non- Member Rental Fee	Totals
Total from Previous Page					
For Other Events (2 hours suggested maximum)					
Sanctuary Use only	\$100	\$100	\$100	\$300	
Fellowship Hall only	\$100	\$100	\$100	\$300	
Kitchen only	\$100	\$100	\$100	\$300	
Additional Services					
Video services (for PowerPoints, slide presentations, streaming)	\$75/person/event		\$75/person/event		
Organist	\$150		\$150		
Each Additional Hour Needed	\$75		\$75		
Grand Total					

Notes

- All deposits are due on the reservation dates and are required to reserve the date for the event. No date is “officially reserved” until the deposit has been received.
- All fees (except for funerals) are due thirty (30) days before the event date. For funerals, all fees are due on the date of the service. All deposits and fees must have been paid prior to the event.
- User will not receive a refund for any time not used (e.g., late start or early end).
- User will be charged \$100 for every hour that the allotted time is exceeded.
- These services are available for additional cost and must be negotiated with each vendor.
 - Catering
 - Bulletin creation
 - Audio/video recordings of the service

Acknowledgement

I (We) take full responsibility and liability for any claims, losses, or damages that take place while I (we) are using the facilities, whatever the cause, and will in no way hold the Ephesus SDA Church responsible. I (We), the User, also agree to indemnify and hold blameless the Ephesus SDA Church from any and all claims, losses, damages, or other liabilities which may be asserted against the Ephesus SDA Church by the User or any of its members, guests, or invitees who enter upon the church property, including but not limited to the facilities and the parking lot in connection with the use contemplated by this application. The indemnification includes any costs, expenses, and counsel fees which may be incurred by the Ephesus SDA Church incident to such claims or demands.

By submitting this request, I (we) agree to the terms and conditions listed above and all policies in the Ephesus Facility Use Guidelines.

Applicant Signature

Date

Please return this form with a check for your deposit made payable to: **Ephesus Seventh-day Adventist Church**, Attn: Treasury, 3650 Sunbury Road, Columbus, OH 43219. Thank you for choosing the Ephesus Seventh-day Adventist Church!

Adopted by the Ephesus Church Board 3/20/2022