

## **ROOM RENTAL POLICY**

Effective May 1, 2001 as set forth by the Trustees of Nichols Hills United Methodist Church on April 30, 2001 room rental fees and procedures are as follows:

Deposit of \$100 paid when room rental is scheduled. The reservation will not be put on the calendar until the deposit has been paid. The deposit will be returned after the event if there are no damages to building or equipment. In the event there are damages the repair will be billed to the renter with the \$100 deposit being applied to the bill.

Rental of the fellowship hall or parlor will be \$250. The rental will be restricted to the one room only. If you need additional rooms, you need to make those arrangements when you schedule the rental.

In addition to the room rental you will be required to pay \$12.50 per hour for the janitor to set up and take down chairs, tables, etc., and if kitchen facilities are to be used \$14 per hour for a kitchen coordinator.

If you want food served with the room rental, the charge will be \$6 to \$8 per person according to the menu you choose. (This will need to be planned with the kitchen coordinator)

There will be no rental charge for events that are sponsored by Nichols Hills United Methodist Church, or events related to The Oklahoma Conference of The United Methodist Church.

To schedule a room rental call the church office (405-842-1486) at least 3 weeks in advance and provide the administrative assistant with as many details as possible, including date, time, contact name and phone number, number of people expected, etc.