



King of Glory Lutheran Church Fountain Valley, California

Reception and Special Events Policies & Fees For Community Members and Organizations

Our facilities are available for use by community members and organizations for receptions and special events. Please bear in mind that these events do have a financial impact on our congregation (through staff time, wear and tear, utility use, etc.) and shall be subject to the policies and fees listed at the end of this document.

1. These policies and fees are for one-time use of the facilities.
2. All facility use is to be arranged through the Congregational Life Administrator. This process is initiated by completion of a calendar scheduling form.
3. Use is granted to community members and organizations for such events as wedding receptions, anniversaries, birthday parties, banquets, and non-profit organization fundraising.
4. Fundraising activities are only permitted for verified non-profit organizations
5. All events must be concluded by 10 p.m.
6. The basic fee is for use of the facility for up to 4 hours. Additional time and subsequent fees can be negotiated through the Congregational Life Administrator and Event Coordinators.
7. KOG Custodial staff will provide room set-up. Sufficient advance notice and directions are required.
8. Placement and removal of decorations are the responsibility of the facility users.
9. KOG Reception/Event Coordinators are required to assist with your event.
10. Please bear in mind that the King of Glory kitchen is for warming and serving food. Food preparation must take place elsewhere.
11. Wine, beer, and champagne are the only alcoholic beverages that may be served at such events. The members hosting the event are required to ensure the responsible consumption of alcohol and the adherence to laws regarding drinking age at all times.
12. Individuals and organizations are required to sign a release of liability and provide proof of insurance
13. The use of the facility does not include dishes, flatware, paper goods, linens, etc.
- 14. All documentation and fees are to be submitted to the Congregational Life Administrator at least one week prior to the scheduled use of the facility.**

Fees:

Payable to King of Glory in two separate checks:

- + \$300.00 Facility Use Fee (for four hours of use; additional time at \$50.00 per hour)
- + \$200.00 Cleaning/Damage deposit (refundable within two weeks)

Payable to Jeff Perkins:

- + \$100.00 Custodial Fee

Payable to Event Coordinators:

- + \$250.00 for up to 50 people for four hours; additional time at \$50.00 per hour
- + \$325.00 for 51 -100 people for four hours; additional time at \$50.00 per hour
- + \$400.00 for 101-150 people for four hours; additional time at \$50.00 per hour

*Our Event Coordinators may also be able to cater your event, should you desire. Arrangements and fees for such services need to be negotiated directly through them.