St. John's UCC Fullerton

575 Grape Street, Whitehall, PA 18052
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(610) 264-8421

FACILITY USAGE FORM (ONE TIME EVENT), FEE SCHEDULE

St. John's U.C.C. is a smoke-free and alcohol-free property. No smoking or alcohol consumption is permitted anywhere on our property.

FOX HALL – CAPACITY 186 (Tables and Chairs), 399 (Chairs only)

	Fee	Security Deposit	Good Condition Return	Additional Hrs Fee ($ per hour)	Set up and Tear Down Fee (Optional, non-refundable)
Member	$150	$100*	$100	$25	$100
Non-Member	$300	$100*	$100	$25	$100

*Security deposit returned within two weeks following post-event inspection.

Payments:

1. Fees are payable at the time of application to St. John's UCC, at least two weeks prior to event.
2. Security Deposit return will be provided after Church Property is found in good condition. Return payment will be within two weeks.
3. If an event is cancelled by Client, **50% of the usage fee will be charged** unless another potential user is found for that day.

Rate Notes:

1. Other room/facilities usage will be reviewed on a case-by-case basis.
2. Rates shown are for a **6 hour maximum period**. Additional non-refundable hours will be billed at the rate shown above.
3. Rates shown do not include use of kitchen stoves and ovens.
4. Rates shown are primarily for individuals desiring one-time or limited usage of our facilities. Organizations, clubs, and groups desiring use of our facilities on a continuing basis will be evaluated separately.