



DOWNTOWN CHURCH

900 N. Main Street, Searcy, AR • (501)268-5383

Building Usage Rates & Fees (for all events other than weddings)

Deposits (refundable)	Member Fee	Member Custodial	Guest+ Fee	Guest Custodial
Usage Deposit	\$25-\$50		\$100	
Custodial Deposit (**see custodial fee list)				
<b>TOTAL Deposit</b>				
<b>Rooms Use Fees:</b> (per day unless otherwise specified) Custodial fees used to determine custodial deposit.				
Auditorium	\$0	\$25	\$30/hr (max \$150)	\$35
FLC	\$0	\$20	\$40/hr (max \$200)	\$30
FLC Kitchen (Main)	\$0	\$20	\$40	\$30
Lobby/Coffee Bar Area	\$0	\$20	\$40	\$30
Fellowship Hall (Lower)	\$0	\$15	\$30	\$20
Kitchen (Lower)	\$0	\$15	\$20	\$20
Pavilion/Playground/Patio	\$0	\$15	\$20	\$20
Classrooms	\$0	\$15	\$15	\$20
<b>TOTAL Room Use Fee</b>				
<b>Items for Use</b>				
Lobby A/V microphone and/or TV hook up (microphone replacement fee is \$500)	\$25-75		\$50-125	
17 - 60" round tables	\$0		\$0	
23 – 8ft rectangular tables	\$0		\$0	
Table Linens (cleaning fee)	\$3 each			
Lattice Panels	\$0			
Glass Punch Bowl & Glass Cups	\$0			
<b>TOTAL Items Fee</b>				
<b>Additional Staff Services</b>				
Audio/Visual Tech (as available)	\$50 + \$25/hr (\$200 max)		\$75 + \$25/hr (\$300 max)	
Set Up/Tear Down (chairs, tables, etc.) This service is based on availability.	\$25-100		\$50-150	
<b>TOTAL Staff Services</b>				

+ "Guest" denotes members or groups outside of the Downtown Church congregation.

\*\*Your usage & custodial deposit refunds will be based upon evaluation of the used facilities, the timeliness of departure, locking the building, and the return of any keys. A checklist will be provided. If paying for custodial, an additional custodial deposit is not required.

**PLEASE NOTE THE SEPARATION OF CHECKS & PAYABLE FIELDS**

- (1) Usage Deposit: please make check payable to: Downtown Church of Christ \$
- (2) Custodial Deposit: please make check payable to: \_\_\_\_\_ \$
- (3) Room/Items Fee: please make check payable to: Downtown Church of Christ \$
- (3) Custodial Fee: please make check payable to: \_\_\_\_\_ \$
- (4) Audio/Visual Fee: please make check payable to: \_\_\_\_\_ \$
- (5) Set Up/Tear Down Fee: please make check payable to: \_\_\_\_\_ \$

Reserving Party/Event: \_\_\_\_\_ Event Dates: \_\_\_\_\_