



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

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

	Member Fee	Guest* Fee	
Deposit:	\$50(Refundable)	\$100(Refundable)	
Areas: (per day)			
Auditorium	\$0	\$75	
FLC	\$0	\$25/hr (max \$100)	
FLC (Main) Kitchen	\$0	\$25	
Lower Fellowship Hall	\$0	\$35	
Downstairs Kitchen	\$0	\$25	
Outside Pavilion	\$0	\$40	
Classrooms	\$0	\$15	
Items for Use			Replacement
1 Brass Metal Arch	\$0	\$30	\$175
1 White Metal Arch	\$0	\$30	\$175
Lattice Panels	\$0	\$5 each	\$20 each
8 Partitions (20'-24')	\$0	\$5 each	\$20 each
17 - 60" round tables	\$0	\$5 each	\$80 each
23 - 8ft rect. tables	\$0	\$5 each	\$75 each
5 - 30" bar ht. tables	\$0	\$5 each	\$75 each
Table Linens	\$4 each	\$4 each	\$15 each
Glass Punch Bowl	\$0	\$10	\$45
Glass Cups	\$0	\$5/dozen	\$2 each
TOTAL Dep./Room/Items Fee			
Custodial Fees: (per area)			
Auditorium	\$20	\$30	
FLC	\$30	\$45	
FLC (Main) Kitchen	\$10	\$25	
Lower Fellowship Hall	\$10	\$15	
Downstairs Kitchen	\$10	\$15	
Outside Pavilion	\$10	\$15	
Classrooms	\$10	\$15	
TOTAL Custodial Fee			
Staff Services			
Audio/Visual Tech	\$150	\$150	
Set Up/Tear Down (chairs, tables, etc.)	\$150	\$150	
TOTAL Staff Services			

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

** Your deposit refund will be based upon evaluation of the used facilities, the timeliness of departure and the return of any keys.

Deposit/Room/Items Fee: please make check payable to: Downtown Church of Christ

Custodial Fee: please make check payable to: _____

Audio/Visual Fee: please make check payable to: _____

Set Up/Tear Down Fee: please make check payable to: _____



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Building Usage Clean-up Checklists

**** Your deposit refund will be based upon evaluation of the used facilities, the timeliness of departure and the return of any keys.**

Auditorium, FLC, Classrooms:

- Chairs and tables returned to original set up (Unless paying additional setup/teardown fee)
- All trash picked up and personal items removed
- Trash cans emptied and trash bags taken out to the dumpster behind Family Life Center
- Turn off lights
- Lock all outside doors and return keys to "Key Drop" box outside church office

Kitchens:

- All dishes, pans, etc. washed, dried and put away
- Counters wiped down
- Floors swept
- All trash picked up and personal items removed
- Trash cans emptied and trash bags taken out to the dumpster behind Family Life Center
- Turn off lights
- Lock all outside doors and return keys to "Key Drop" box outside church office

Bathrooms:

- Toilets flushed
- Counters wiped down
- Faucets off
- Trash cans emptied and trash bags taken out to the dumpster behind Family Life Center
- Lights off

Pavilion:

Pavilion reservations include access to the entire playground area.

Due to insurance liability restrictions, **bounce houses and other temporary play structures are prohibited.**

- Picnic tables should be wiped down and returned to their original location
- Please do **NOT** attempt to clean the grills. DC will see that the grills are cleaned after they have cooled.
- Trash cans emptied and trash bags taken out to the dumpster behind Family Life Center
- If you turn on the lights/fans, it is your responsibility to turn them off when you leave.

Once completed please sign, date and leave in Andrew Baker's box across from church office.

Signed: _____ Date: _____