

Cornerstone Church of Augusta

Facility Use Policy & Pricing

Anyone interested in using the facilities of Cornerstone Church of Augusta for a *non-church function should call the office and inquire to see if the building is available for the preferred date. The Events Coordinator will then process the request and call the contact person upon approval. The building is not considered reserved until the fee is received and the Event Request Form has been filled out.

Facility Use	Non Member Fee	Member Fee	Non-Profit Fee
Sanctuary	\$200	\$100	\$160
Fellowship Hall	\$150	\$50	\$120
Kitchen	\$50	\$25	\$40
Conference Room	\$50	\$25	\$40
Custodial	\$75	\$75	\$75
Sound Tech	\$50	\$50	\$50
Videographer	\$50	\$50	\$50
Clearing of the stage	\$100	\$100	\$100
Party/Shower (25 or less)	\$60	\$35	\$48

***Non Church Function Definition:** Any function that is not ministry related. For example, birthday parties, showers, meetings, etc. are considered non church functions.

Non-Profit fees are figured at a 20% discount off of the Non Member fees listed above except for those facility uses that require paying someone to be here to work or staff the event.

Member Definition: A person who has been actively attending the church for 6 months or more.

There is also a refundable security/damage deposit that is required to reserve the date of the event. The fee is as follows based on the amount you are paying to use the building:

Facility Use Fee	Security Deposit
\$0-\$49	\$0
\$50 – \$99	\$50
\$100 – \$199	\$100
\$200 or more	\$200

Cancellation Policy: If the event gets cancelled for any reason less than 30 days from the date requested, the refundable security/damage deposit will be refunded at 50%. If the cancellation is prior to the 30 day deadline, 100% of the deposit will be refunded.

Prior to the event, there is a one day set-up/preparation allowance included in the above pricelist as long as the facility is available. Any additional days needed are at a charge of \$100 a day. This has to be approved by the Events Coordinator and cannot conflict with any other event being held at Cornerstone.

Any other special needs or requests **MUST** be approved by the Events Coordinator. If and when you decide to move forward and use our facility, you will then sign a Facilities Use Agreement which states in detail the event information, facility use pricing, and policies.