

**First Congregational Church of Saugatuck**  
 296 Hoffman Street ~ P.O. Box 633, Saugatuck, MI 49453  
 269.857.2929 ~ [office@1stcongregational.net](mailto:office@1stcongregational.net)

**BUILDING USE FEE SCHEDULE:**  
 (Weddings – see separate wedding packet for fees/details)

Use of Sanctuary (maximum occupancy: 250)_____	\$350.00
Use of Heritage Chapel (maximum occupancy: 30)_____	\$150.00
Use of Fellowship Hall (maximum occupancy: 104)_____	\$150.00
Custodial clean-up fee (Sanctuary or Chapel only)_____	\$ 75.00
Custodial- <u>additional</u> to include Fellowship Hall _____	\$ 25.00
Pastor (Funerals or Public Speaking)_____	\$200.00
Organist's _____	\$150.00
Sound System _____	\$ 50.00
Women's Fellowship Luncheon _____	Supplies+ \$100
Parking Lot Rental ( <u>\$300 Venetian &amp; 4<sup>th</sup> of July Weekends</u> )	\$175.00
Security Deposit (due when request is approved) _____	\$100.00
Non-Profit or Small Party (up to 50): _____	½ use fees

- Building Request Form: All building requests must be approved by the Board of Trustees and should be submitted 3 months prior to your event. Refundable security deposit of \$100 is due after your event is approved and covers any extraordinary clean-up or damage. Refund is paid within 2 weeks after the event.
- Non-refundable reservation fee for building use is required 30 days prior to the event. If the church does not receive payment on time the reservation may be withdrawn. Checks are to be made payable to: ***First Congregational Church of Saugatuck.***
- Fees for the Pastor, Custodian, Church Organist, and Sound Person are payable directly to each individual. The Office Manager will provide you with their names.
- Use of Parking Lot (20-25 spaces) – To reserve the church parking lot, fee must be received one month in advance. Lot signs will be put out at 8am & 7pm, or by arrangement. The lot closes at 11pm. Handicapped parking in back of church (4). **Events held around July 4<sup>th</sup> and on Venetian weekends are an additional charge.**

***Participants/Church Members are encouraged to call the office at any time if a problem or question arises regarding a reservation. Special arrangements may be made on request three months prior to your events.***