

## CCH Room Rental Application

The following **room rental rates** include the cost of electricity, general custodial work (removal of trash, arranging chairs, cleaning table tops, and cleaning floors). See footnotes below for non-standard cleaning costs and damage repair.

Room No.	Description of Special Use	For CCH Members	For CCH Tenants	For Non-Affiliated Groups <i>(rounded up to the nearest hour)</i> Day rate (8 hrs.) at 25% discount
		Suggested Donation Listed Below		
8b	Nursery Room Separate from any other room usage	\$10 per hr. Room and \$15 per hr. Attendant		\$10 per hr. Room and \$30 per hr. Attendant
9	Gathering Area	\$15 per hr. or \$60 per day (max)		\$30 per hr. / \$180 per day
9 + 9a	Performance Stage + Gathering Area	\$20 per hr. or \$100 per day (max)		\$100 per hr. (4 hr. cap)
K1	Kitchen Only <u>Church will not supply</u> tablecloths, plastic or paper cups or products (renter's responsibility)	\$15 per hr. or \$60 per day (max)		\$30 per hr. / \$180 per day
9 + K1	Gathering Area + Kitchen Use <u>Church will not supply</u> tablecloths, plastic or paper cups or products (renter's responsibility)	\$30 per hr. or \$120 per day (max)		\$60 per hr. / \$360 per day
10	Fireplace Room	\$10 per hr. or \$40 per day (max)		\$20 per hr. / \$120 per day
11	Chapel	\$10 per hr. or \$40 per day (max)		\$20 per hr. / \$120 per day
16	<b>Main Sanctuary</b> for special events (Wedding, Graduation, Quinceañera, Recitals, Concerts, and other event gatherings).  (16-S) Custodial and Support services (sound, PowerPoint, Pro Presenter, lighting, cleaning) are charged per Operator  No-charge for any event in which a Church Member (or Members) are participating in the event, but not as part of the audience that is viewing the event.	\$50 per hr. or \$200 per day (max)  For non-scheduled events by lease Tenants (i.e., outside of their scheduled activities that are reserved under their lease, by leased room), all other room usage charges shall be based on a Non-Affiliated Group rate.		\$100 per hr. / \$600 per day
Y-1 and/or Y-2	Courtyard For non-scheduled events that are not associated with the Tenant-related activity, charges shall +be based on Non-Affiliated Group rate.	\$5 per hr. or \$20 per day (max)		\$10 per hr. / \$60 per day
#, #, #	Large room (not leased by Tenant)	\$5 per hr. or \$20 per day (max)		\$10 per hr. / \$60 per day
a, b, c	Small room (not leased by a Tenant)	\$5 per hr. or \$20 per day (max)		\$10 per hr. / \$60 per day
Media	Video, Power Point, or ProPresenter	\$15 per hr. per Operator		\$30 per hr. per Operator
Audio	Sound Board, Mics, and Monitoring	\$15 per hr. per Operator		\$30 per hr. per Operator
Lighting	Special light - not applicable (user provided)	Not available		Not available

**Footnote:** Renters (i.e., members, regular attenders, lease tenants, and non-affiliated groups) are expected to leave each room in the same or better condition than originally found. If not, the renting party shall be assessed a cleaning charge of \$15 per hr., as either invoiced or deducted from a cleaning deposit, if any. For all fixtures or equipment damage, renting party shall pay without exception for any and all repair or replacement costs. Acceptance of these terms and conditions shall be made part of the renting party's CCH Room Usage Application Form. For approved room usage, all suggested donations or rental rates shall be paid to CCH in advance of each scheduled event.

Please direct all rental rate questions to CCH's office administrator at P: 503.648.2921, E: [Kris.Burkhardt@cchillsboro.org](mailto:Kris.Burkhardt@cchillsboro.org).

# CCH Room Usage Application Form

Room No.	Requested Date	Time AM / PM <u>Beginning</u>	Time AM / PM <u>Ending</u>	Event / Purpose	For Members & Tenants	For Non-Affiliated Groups
					<i>Insert your Donation Below</i>	<i>Insert your Rental Rate from Above</i>

Notes on reoccurring events and/or special requests:

**Instructions** - Please complete and submit your Room Usage Application Form to the Christian Church of Hillsboro, attention: Office Administrator (E: [Kris.Burkhardt@cchillsboro.org](mailto:Kris.Burkhardt@cchillsboro.org)). Include any special requests that you may have (i.e., price, rental duration, frequency, etc.). CCH's Room Usage Committee will respond to your application within 2 to 3 business days. All rooms marked with an "X" are either (i) leased by existing tenants, or (ii) reserved exclusively for use by CCH.

Requested by:	Phone No.:	Member or Tenant (Y / N):
Organization:	Email:	Estimated No. of People:

2nd floor

CCH Approved on: \_\_\_ / \_\_\_ / \_\_\_      Initials: \_\_\_\_\_

Total agreed upon price: \$ \_\_\_\_\_

X \_\_\_\_\_      \_\_\_ / \_\_\_ / \_\_\_  
Name / Title of Renter      Dated