

ATTACHMENT B – Application and Fee Matrix

Categories	Application Form	Facility Use Fee ¹ (per 5 hour segment)	Certificate of Liability	Deposit	Keys Issued	Sound/Media Fee ²	Facility Support Fee ²	Approval
1. Mosaic Ministries	NA/See website calendar	No	No	No	OK	NA	No	Admin. Assistant
2. Member Activities								
a) Not for personal gain (or 501c3)	Yes	No	No ³	No	OK	Up to \$60/hr.	No	Trustees or Designee
b) For personal gain	Yes	10% of profit	Yes	No	OK	Up to \$60/hr.	No	Trustees or Designee
3. Non-member Activities (Less than 50 people)								
a) Not for personal gain (or 501c3)	Yes	\$50/worship space - \$15 per room	Yes	\$75	No	Up to \$60/hr.	\$10/hr.	Trustees or Designee
b) For personal gain	Yes	\$50/worship space - \$15 per room plus 10% of profit	Yes	\$75	No	Up to \$60/hr.	\$10/hr.	Trustees or Designee
4. Non-member Activities (More than 50 people)	Yes	\$100/ worship space/ - \$30/room plus 10% of profit, if applicable	Yes	\$150	No	Up to \$60/hr.	\$10/hr.	Trustees or Designee

Notes:

- 1** Facility Use Fees are based on 5 hour time segments. Building use beyond 5 hours but less than 10 will be considered 2 segments. More than 10 hours but less than 15 will be 3 segments, etc. Trustees have the right to initiate a written agreement with specific terms of use.
- 2** Sound technicians will be compensated for an hour before and an hour after the event unless specifically authorized by the Director of Worship Arts. The facility support fee shall include the time the building is opened for the set up of the event and will end one hour after the conclusion of the event.
- 3** A certificate of liability is required if the activity will entail any increased risk of injury such as entertainment in a bouncy house, on a slippery slide, or on the playground.

Effective November 1, 2015