



FUNERAL RATES AND GUIDELINES

FEES:

Pastoral Fee - \$100

This is a flat rate that Pastors may determine to adjust or waive.

If the family requesting a pastor attends HBC, the pastoral fee is waived and our budget line will cover the cost & still pay the pastor (even if the deceased isn't from HBC).

Tech - \$25/hr (minimum of \$50)

Family pays for this expense.

Custodial - \$15/hr (minimum of \$30)

This fee applies if funeral falls outside of normal business hours.

Family pays for this expense.

Live Worship - \$75

This is a flat rate that the Worship Leader may determine to adjust or waive.

Family pays for this expense.

Funeral Coordinator - \$50

This is a flat rate that the Coordinator may determine to adjust or waive.

Family pays for this expense.

ROOM RATES FOR FUNERALS:

1. If the deceased or the immediate family of the deceased is a member or regular attender, use of the Worship Center for the Funeral is free (no charge). Custodial support (required with minimum 2 hours charged) and Technical support (if needed with minimum 2 hours charged if needed) will be charged at the same hourly rate as weddings.
2. If the deceased or the immediate family of the deceased is not a member or regular attender, use of the Worship Center for the Funeral is \$500, plus custodial support (required with minimum 2 hours charged) and Technical support (if needed with minimum 2 hours charged if needed) charged at the same hourly rate as weddings.
3. If the Funeral party wishes to have a luncheon at the church after the funeral, the request will taken under consideration, but not automatically granted. Upon approval, the fee will be \$100 for incidentals plus custodial support (required with minimum 2 hours charged) at the same hourly rate as weddings.

Standard Room Rates & Guidelines

WORSHIP CENTER (OTHER THAN WEDDING PACKAGE)

Member/Regular Attender: \$100/hour includes custodian if scheduled during normal office hours
(Mon-Fri, 8:00am-5:00pm)
Other: \$200/hour includes custodian if scheduled during normal office hours
(8am-5pm, Mon-Fri)
If scheduled outside normal office hours (Mon-Fri, 8am-5pm),
custodian will be required at \$15/hour
AVL tech, if required, \$25/hour per individual involved
Cleaning deposit: \$150

POWER HOUSE AND LOBBY CLASSROOM

Member/Regular Attender: \$75/hour includes custodian if scheduled during normal office hours
(Mon-Fri, 8:00am-5:00pm)
Other: \$100/hour includes custodian if scheduled during normal office hours
(8am-5pm, Mon-Fri)
If scheduled outside normal office hours (Mon-Fri, 8am-5pm),
custodian will be required at \$15/hour
AVL tech, if required, \$25/hour per individual involved
Cleaning deposit: \$100

CAFE

Member/Regular Attender: \$75/hour includes café attendant,
and custodian if scheduled during normal office hours (Mon-Fri, 8am-5pm)
Other: \$100/hour includes café attendant, and custodian if scheduled during normal office hours
(Mon-Fri, 8am-5pm).
If scheduled outside normal office hours (Mon-Fri, 8:00am-5:00pm), custodian will be required at
\$15/hour
Cleaning deposit: \$100

ADULT MINISTRIES

Member/Reg Attender: \$35/hour includes custodian if scheduled during normal office hours
Other: \$50/hour includes custodian if scheduled during normal office hours.
If scheduled outside normal office hours (Mon-Fri, 8:00am-5:00pm), custodian will be required at \$15/hour
AVL tech, if required, \$25/hour per individual involved
Cleaning deposit: \$50

NURSERY CLASSROOMS

Member/Reg Attender: \$25/hour includes custodian if scheduled during normal office hours
Other: \$50/hour includes custodian if scheduled during normal office hours.
If scheduled outside normal office hours (Mon-Fri, 8:00am-5:00pm), custodian will be required at \$15/hour
Cleaning deposit: \$50

Room Rental Guidelines

1. Payment & deposit is due at time of booking for all events.
2. Cleaning deposits will be returned if the Facilities Manager determines that the cleaning required after the event is within the normal cleaning requirements.
3. Like minded ministries, not associated with staff, members, or regular attenders, will be charged the “other” rate, including a cleaning deposit.
4. All room requests for events will be reviewed on a case by case basis to insure “like-mindedness” of the event/ministry to the pillars of Coram Deo Bible Church.
5. For all rentals, an HBC-D staff member or custodian must be on the premises at all times.
6. Room rental is for the room requested and access to the restrooms. Event attendees will not be allowed to roam throughout the building. Any children attending the event should be accompanied at all times by an adult.
7. Food guidelines:
 - All drinks that are served and do not remain in the uncarpeted café area must have a lid.
 - All food must be served on plates and adequate seating available for all attendees.
 - All food must be removed from the facility immediately following the event.
 - All spills and mishaps should be cleaned immediately and the HBC-D staff/custodian notified.
 - The Café is the only site available for catered meals.
 - Any heating units for food must be attended by the contracting party while in use.
8. Decorations should not be attached to the walls or doors. Help with signage is available from the HBC-D office.
9. If using a room where audio/visual will be utilized, AVL tech personnel will be at the event to run the equipment.