



# St. Anne's Episcopal Church

2110 West 1<sup>st</sup> Street, Ankeny, Iowa 50023

## Building Use Guidelines

### Building Use Fee Schedule

#### Appendix G

**1. St. Anne's parishioners and groups affiliated with St. Anne's**

No fees are charged for use of the parish hall or meeting room. A voluntary contribution to offset the cost of custodial services, utilities, etc. is appreciated.

**2. Individuals who are not a member of St. Anne's and groups not affiliated with St. Anne's**

Fees may be waived, at the discretion of the pastor or vestry, for certain not-for-profit groups/organizations, whose mission matches St. Anne's mission. A voluntary contribution to offset the cost of custodial services, utilities, etc. is appreciated.

**Deposit \$75.00** – Parish Hall or meeting room

The deposit will be refunded provided there is no damage to the building and grounds and the building use guidelines are followed.

**Fee [parish hall or meeting room]:** \$50.00 per hour

**Kitchen Use Fee:** No fee.

**Use of Media Equipment:** No fee.

Use of TV/DVD player must be approved, in advance of the event, by a member of St. Anne's Vestry or pastor.

Building Use Fees	
1. Deposit	\$
2. Building use fee \$50.00 x [    ] hour(s) =	\$
3. Kitchen	\$ 0.00
4. TV / DVD Player	\$ 0.00
<b>Total amount due</b>	<b>\$</b>

\_\_\_\_\_  
Individual / Group Representative  
Signature

\_\_\_\_\_  
Vestry Member / Designee / Pastor  
Signature