

Quick reference checklist of fees for Presbyterian Church facility rental:

Friendship Center				
	Room	Amenities	Capacity	Price
	Small Meeting Room	Use of kitchenette	70	75
	Large Meeting Room	No use of kitchenette	170	100
	Complete Meeting Room	Use of kitchenette	240	200
	Complete Facility including Kitchen	Food Handler's Card required	240	300
	Additional Day	Access for set-up/clean-up only no kitchen use	N/A	50 per day
Richardson Parlor				
	Meeting room only	No kitchen facilities	30	\$50
Required Refundable Deposits*				
	Key, cleaning, and damage deposit	Due at time of reservation		200
	Alcohol service deposit	Due at time of reservation		300
Available Seating Resources				
240	Folding Chairs			
5	Medium Round Tables	48" in diameter	comfortably seat 4 people	
29	Large Round Tables	60" in diameter	comfortably seat 8 people	
13	Standard Rectangular Tables	8' x 30"	comfortably seat 8-10 people	

*Checks are issued on or around the tenth and twenty-fifth of each month. We try to meet the date falling closest to the completion of your event/use. For events happening close to the payment date(s) the deposit may not be refunded until the next cycle.