

**Trinity Presbyterian Church
 400 E. University Blvd
 Tucson, Arizona 85705
 (520) 623-2579
 office@trinitytucson.org**

Rates and Rules for Short-Term Use of Facilities

Smoking is not permitted in any church facility.
 Do not litter in or around the facility or in the parking lot.
 Alcoholic beverages are not permitted on church premises.
 Drugs and drug related paraphernalia are not permitted on church premises.

Rate Guide

Fees for the use of Trinity facilities reimburse the church for a portion of the church's out-of-pocket and overhead expenses. A fee schedule for security/custodian service after regular operating hours is listed below.

Area	Rate (*)	Maximum Capacity
Sanctuary	\$300	250 people
Chapel	\$150	50 people
Fellowship Hall/Kitchen	\$300	75 people
Trinity Hall	\$300	200 people
Library	\$50 up to 4 hours, \$100 for 4+ hours	20 people
Lounge	\$50 up to 4 hours, \$100 for 4+ hours	20 people
Upper Room East	\$75 up to 4 hours, \$150 for 4+ hours	25 people
Upper Room West	\$100 up to 4 hours, \$200 for 4+ hours	40 people
Upper Room (East & West)	\$150 up to 4 hours, \$300 for 4+ hours	65 people
Classroom 6	\$30 up to 4 hours, \$60 for 4+ hours	10 people
Security/Custodian (after hours)	\$45 per hour	----

*Beverage preparation is \$2.00 per person for set-up. This fee includes coffee, tea, hot water, cups, creamer, sugar and napkins. Two days advance confirmation notice is required. Billing will be for the number of set-ups requested.

All requests require user liability insurance coverage in the amount of \$1,000,000.00 per incident and \$3,000,000.00 aggregate naming Trinity Presbyterian Church of Tucson as additional insured for this use. We also require any outside vendor hired for this use to provide the same liability insurance coverage in the amount of \$1,000,000.00 per incident and \$3,000,000.00 aggregate naming Trinity Presbyterian Church of Tucson as additional insured for this use.