

FACILITIES USAGE FEE SCHEDULE

Part A – Building Venues

Good Shepherd Lutheran Church

16420 S. Westland Drive

Gaithersburg, MD 20877

301-869-1780

office@goserve.net

Event Category	VENUES (n/a = not available)				
	Sanctuary	Shepherd's Hall	Kitchen	Classrooms	Larger Classrm
Weddings					
Member	No fee	\$150/3 hr	\$50 hr	Provided	n/a
Nonmember	\$500/3 hr	\$150/hr	\$50/hr	1 Provided	n/a
Funerals/Mem Services					
Member	No fee	No fee	No fee	n/a	n/a
Nonmember	\$300/3 hr	\$50/hr	\$50/hr	n/a	n/a
AA/Support Group Mtgs					
1X wkly Groups of 12 or <	n/a	n/a	n/a	\$25/mo	n/a
1X wkly Groups of 15-30	n/a	n/a	n/a	n/a	\$50/mo
1X wkly Groups of 40 or >	n/a	\$100/mo	No fee	n/a	n/a
Music Recitals/Concerts					
Member	\$150/3 hr	No fee	n/a	n/a	n/a
Nonmember	\$300/3 hr	\$200/3 hr	n/a	n/a	n/a
Conferences, Workshops, Instructional Programs of a for-profit entity	\$500/3 hr	\$300/3 hr	\$50/hr	\$40/hr	\$75/hr
Conferences, Workshops, Instructional Programs of a not-for-profit entity	To be Negotiated	To be Negotiated	To be Negotiated	\$40/hr	\$75/hr
Civic meetings	n/a	\$200 3/hr	\$50/hr	\$40/hr	\$75/hr
Bible study/Worship meetings					
Member-affiliated, but not GSLC-sponsored	n/a	\$100/4 hr	n/a		
Nonmember	n/a	\$250/4 hr	n/a		
Special celebration events					
Member	To be negoti	ated	To be negoti	ated	
Nonmember	\$500/3 hr	\$300 3/hr	\$50/hr	\$40/hr	\$75/hr
Overtime rates (all events)	\$50/every hr or increment of an hour	\$50/every hr or increment of an hour			

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Part B – Facilities Support Services

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Type of Service	Rate	Comments
Audio/Visual Services		
Sound, Video, Lighting and/or Recording	\$25 /hr per technician	
Customized Visual Design Services for Projection system	\$25 /hr	<i>e.g., creating power point presentations, photo galleries, etc.</i>
Audio/Visual recording	\$25 /hr	<i>Plus cost of recording media</i>
Piano/Organ Use		
Mason/Hamlin concert grand piano	\$125 tuning fee	
Samick grand piano	\$ 75 tuning fee	
Wick’s Pipe Organ	To be negotiated	
Accompanist’s Fees for Weddings, etc.	See personnel fees below	
Bulletin/Program Printing and Production		
Customized design and formatting	\$50	
Cover stock	\$15 /per 50	<i>Available from suppliers</i>
Printing (Black & White)	\$10 /per 100	
Printing (Color)	\$30 /per 100	
Fellowship Furniture		
Set-up/take down of tables & chairs	\$50 up to 10 tables, 6-8 chairs at ea table	<i>Required fee</i>
Set-up/take down of tables & chairs	\$5.00 each addl > 10	<i>Required fee</i>
Personnel Fees		
Pastoral Fee for officiating at services	Refer to Wedding or Funeral Guides	
Organist Fee for weddings, funerals, etc.	Refer to Wedding or Funeral Guides	
Wedding Liaison	\$125	<i>Required fee</i>
Onsite Church Liaison	\$25 /hr	<i>Required for certain events</i>
Kitchen Service Liaison	\$25 /hr	<i>Required for certain events</i>