

INSTRUCTIONS FOR OPENING AND CLOSING CLIFTON HEIGHTS PRESBYTERIAN CHURCH OF EASTER LAKE

Clifton Heights Presbyterian Church of Easter Lake joyously welcomes groups from the community who seek a place to meet.

Following are instructions that we request be followed in order to use the building.

1. Contact the church office administrator to request a date and time to use the building with at least two week's notice.
2. The office administrator will contact the requestor by phone or email to confirm the request once it is approved by the church board.

After the room request has been approved...

3. The office administrator will contact the requestor giving them the name of the Church member who will provide assistance during the day of their event.

Fees:

	1-4 hours	4-8 hours
Non-Members of Clifton Heights & For Profit Organization	\$25	\$50
Members of Clifton Heights and Non-Profit Organization	No Charge	No Charge
Use of Audio Visual Equipment	\$25 set up fee plus \$10 hour for a/v assistant (Not to exceed \$55)	
Please make checks payable to "Clifton Heights Presbyterian Church"		