



## Facilities Use Schedule

### Mission Hills United Church of Christ

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This Facilities Fee Schedule is adopted by the Church Council pursuant to the Mission Hills United Church of Christ Facilities Use Policy. The Church Council may amend this Fee Schedule without revising the Facilities Use Policy.

Fees may vary depending on the nature of the event, equipment requested, duration of use, and other circumstances associated with the approved use.

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### 1. Facility Use Fees

Facility use fees are charged on an hourly basis.

A **minimum rental period of two hours** applies to the **Sanctuary, Chapel, Commons, and Fellowship Hall**. The **Kitchen and Library/Meeting Room may be rented for a minimum of one hour**. Additional time will be charged at the applicable hourly rate.

Church-sponsored ministries, programs, meetings, and activities are not subject to facility use fees.

| Facility             | Member Rate | Community Group Rate | Organization Rate |
|----------------------|-------------|----------------------|-------------------|
| Sanctuary            | \$100/hr    | \$125/hr             | \$175/hr          |
| Chapel               | \$50/hr     | \$75/hr              | \$100/hr          |
| Commons              | \$50/hr     | \$75/hr              | \$100/hr          |
| Fellowship Hall      | \$75/hr     | \$100/hr             | \$150/hr          |
| Kitchen              | \$25/hr     | \$50/hr              | \$75/hr           |
| Library/Meeting Room | \$50/hr     | \$50/hr              | \$75/hr           |

### Rate Categories

**Member Rate** applies to approved personal or member-related uses by members of Mission Hills United Church of Christ.

**Community Group Rate** applies to informal, volunteer-led, mutual-support, neighborhood, or grassroots groups with limited financial resources, such as recovery groups, book groups, neighborhood associations, and similar community groups.

*Effective: August 2026*

**Organization Rate** applies to established nonprofit organizations, governmental agencies, schools and educational organizations, and other organizations with established budgets or comparable financial resources.

Mission Hills United Church of Christ will determine the applicable rate based on the nature and resources of the group or organization and the proposed use.

### **Kitchen Add-On**

When the kitchen is used in connection with the rental of another facility, a flat add-on fee applies instead of the hourly kitchen rental rate.

### **Kitchen Add-On: \$50 per use**

The kitchen add-on covers kitchen use for the duration of the associated facility rental. When the kitchen is rented by itself, the applicable hourly Kitchen rate shown above applies, with a minimum rental period of one hour.

Additional fees may apply for approved use of special equipment, audiovisual equipment, or other church property.

## **2. Deposits**

A refundable security or cleaning deposit may be required depending on the nature of the event, expected attendance, use of food or beverages, or other circumstances associated with the approved use.

### **Deposit: \$100–\$500, when required**

The amount of the deposit will be determined at the time the use is approved.

Deposits may be applied toward unpaid fees, damage, excessive cleaning, or other costs resulting from the approved use. Any remaining balance will be refunded following the event.

## **3. Insurance**

Unless otherwise approved by Mission Hills United Church of Christ, users must provide a certificate of general liability insurance with coverage of at least **\$1,000,000 per occurrence**, naming Mission Hills United Church of Christ as an additional insured for the specific date(s) of use.

Higher coverage limits or additional insurance requirements may be required depending on the activity.

#### **4. Payment**

Unless otherwise approved:

- Fees and required deposits are due before the approved use.
- Additional charges incurred during or after the approved use are payable upon billing by Mission Hills United Church of Christ.
- Failure to make required payments may result in cancellation of the reservation or denial of future facility use.

#### **5. Cancellation, No-Show, and Payment Fees**

##### **Returned or Insufficient Funds Payment Fee: \$50**

A \$50 fee will be charged for any returned check or other payment rejected or returned due to insufficient funds.

##### **Cancellation Fee: \$50**

A \$50 cancellation fee will be charged when a User cancels an approved facility use less than 30 days before the scheduled date of use.

##### **No-Show Fee: Forfeiture of All Facility Use Fees**

If a User does not appear for a scheduled facility use and has not provided prior notice of cancellation, all facility use fees paid for the scheduled use will be forfeited and no refund will be issued.

#### **6. Fee Adjustments**

The Church Council or its designee may reduce, waive, or negotiate facility use fees, deposits, or other charges when appropriate and consistent with the church's mission and service to the community.

Recurring or extended users may be approved for negotiated rates based on the frequency and nature of their use.