



HOUSE OF PRAYER LUTHERAN CHURCH
7625 Chicago Ave South
Richfield, MN 55423

2023-2024 ACTIVITIES SCHEDULING / ROOM FEES

To request permission to use facilities of House of Prayer for meetings or events, all users of space must complete either a:

1. **Building Use Request Form – Short Form:** For use by HOP staff / groups
2. **Building Use Request Form – Outside Events:** For use by non-HOP groups using the facility

Both forms are available on the HOP website at <https://hoplc.org/building-use> and in the Church Office.

For information regarding weddings at House of Prayer, please refer to the *Wedding Planning Guide*, which is available through the church office by request.

Procedure

1. Contact Cara Wright, Director of Administration, to discuss rental opportunities to discuss/complete the appropriate Building Use Request Form (noted above). Submit the form to the Director of Operations & Communications at the following:

Cara Wright
Director of Administration
7625 Chicago Ave South
Richfield, MN 55423
office@hoplc.org
cwright@hoplc.org
(612) 866-8471

NOTE: If you are applying on behalf of an organization, please be sure that the forms are signed by an individual who is authorized by the organization to sign and who agrees to be responsible for the applicant and its use.

2. The Director of Administration has discretion regarding the fees charged to rent space.
3. Space is not reserved/rented until forms are completed, payment is made and confirmation is received from the Director of Administration.
4. Any fees for the use of HOP facilities are payable in full at the time of the reservation. Donations and musician support is suggested if no monetary arrangement has been agreed with the Director of Administration or Senior Pastor

The following fees are based on the facilities used:

Room	Rental Fee	Member Fee
Security Deposit (<i>*For all rentals*</i>)	\$100 (refundable)	\$100 (refundable)
Custodial Fee (<i>*For all rentals* PLUS the following room fees</i>)	\$50	\$50
Sanctuary & Narthex	\$600	\$300
Narthex Only	\$400	\$200
Parish Hall & Narthex	\$500	\$250
Parish Hall Kitchen	\$50	\$25
Fellowship Hall / Mezzanine/ Restrooms / Heritage Hall	\$500	\$250
Fellowship Hall Kitchen	\$100	\$50
Pre-School/Sunday School Rooms 1-2 & 3-4	\$50	\$25
Sunday School 5-6-7	\$80	\$40
Choir Room & Piano	\$80	\$40
Nursery	\$50	\$25
Sanctuary Sound System Tech <ul style="list-style-type: none"> • Sound /recording only • Livestream/sound/recording 	<ul style="list-style-type: none"> • \$75 (minimum/up to 2 hrs; plus \$25/hr) • \$150 (minimum/up to 2hrs; plus \$25/hr) 	<ul style="list-style-type: none"> • \$75 (minimum/up to 2 hrs; plus \$25/hr) • \$150 (minimum/up to 2hrs; plus \$25/hr)
Recording Space in Sanctuary	\$100/hr	\$50/hr