



(503) 238-5950  
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Thank you for your interest in renting our event space for your upcoming event. Below, please find the fee schedule for renting our event space. Please note that the fees listed are subject to change and may vary based on the specifics of your event.

#### 1. Rental Fee Per Space (Required)

- Description: This fee covers the basic rental of the event space for 4 hours, including set-up and tear-down.
- Each space includes restroom access. Additional equipment rental fees may apply
  - Fellowship Hall (includes tables and chairs): \$300 (for 4 hours)
  - Kitchen Use: \$100 (for 4 hours)
  - Sanctuary: \$400 (for 4 hours)
  - Classroom: \$50 (for 4 hours, per classroom space)

#### 2. Insurance, Facility Host, and Cleaning Fee (Required)

- Description: This fee covers the cost of event insurance and a facility representative to open and close the facilities, and provide any assistance during the event
  - Cost: \$100 (for 4 hours)

#### 3. Additional Hours Fee Per Space:

- Description: If your event exceeds the allotted rental time included in the base rental fee, an additional fee will be charged per hour. Total amount to be determined in final quote.

#### 4. Equipment Rental Fee:

- Description: If you require any additional equipment or amenities beyond what is included in the standard rental, an additional rental fee will apply. Items include:
  - Sound system, televisions, projection, or other technical equipment
  - Kitchen items (plates, dishes, coffee urns, etc.)

#### 5. Staff

- Description: If you require event staff beyond the facility host, such as: technicians, or event coordinators, an additional staffing fee will apply.

If you have any questions or would like to discuss customizing the fee schedule for your event, please feel free to contact us at 503-238-5950 or [office@firstcov.com](mailto:office@firstcov.com). We are committed to ensuring your event is a success and look forward to working with you.