



RENTAL FEE SCHEDULE

To submit a rental request, visit us online at www.hillsideford.org/rentalapp
Have questions? Call us at 781.396.8435

	Sanctuary <i>125-person capacity up to 4 hours / daily rate</i>	Fellowship Hall <i>100-person capacity up to 4 hours / daily rate</i>	Meeting Space <i>10-person capacity up to 4 hours / daily rate</i>	Side Yard <i>30-person capacity up to 4 hours / daily rate</i>
Standard Rental Rate Applies to preparation and pickup time in addition to actual event time.	\$100 per hour / \$600	\$75 per hour / \$375	\$30 per hour / \$150	\$40 per hour / \$200
Affinity Organizations Organizations that further Hillside's mission or serve the community are eligible to rent space at a reduced rate, subject to the discretion of the Church Council. If this cost would be a significant burden to your organization, please contact us to apply for full or partial fee waiver.	\$75 per hour / \$375	\$50 per hour / \$250	\$20 per hour / \$100	\$30 per hour / \$150
Member Usage	\$25 per hour / \$125	\$25 per hour / \$125	Free	Free
Custodial Services Fee for sexton setup and cleanup of facilities. Special setup requests must be received at least 10 days in advance of rental. Members may opt to do their own setup and cleanup.	\$20 per hour, up to 25 ppl \$30 per hour, up to 75 ppl \$40 per hour, up to 125 ppl \$40 per hour, Fri/Sat events	\$20 per hour, up to 25 ppl \$30 per hour, up to 75 ppl \$40 per hour, up to 150 ppl \$40 per hour, Fri/Sat events	Included	\$75
Facility Coordinator Required if event is not attended or run by church staff or members. May be waived for trusted affinity organizations, subject to the discretion of the Church Council	\$25 per hour	\$25 per hour	\$25 per hour	\$25 per hour
Hours of Space Usage Includes renter preparation and pickup time.				
Rental Fee Space Fee + Custodial Fee + Coordinator Fee				
Refundable Security Deposit 50% of rental fee. Will be refunded within two weeks of rental.				
TOTAL DUE Must be received at least 10 days in advance of rental.				

TERMS & CONDITIONS

- 1) Rental requests must be received at least two weeks in advance of rental date.
- 2) Payment must be received at least 10 days in advance of rental date.
- 3) Cancellations made less than a week before rental date will incur a \$50 administrative fee.
- 4) Security deposits will be refunded less the cost of unplanned cleaning expenses or extraordinary wear and tear on our facilities, per the discretion of church staff.
- 5) Payment can be made via PayPal on our website's [donation page](#) or via a check made payable to "Hillside Community Church" and mailed to our office at:

*Hillside Community Church
144 North Street
Medford, MA 02155*

- 6) Our kitchen is not available for meal preparation. Use of oven, stovetop, and microwave to reheat food brought from outside is permitted.
- 7) Children must be supervised at all times.
- 8) All rentals are at the discretion of the Church Council.