

# Connexion Rental Fee Structure

This rental structure we have compiled is based on research done on other available-for-rent places of worship here in Somerville. The location, rent and utilities costs, and our past and potential partnerships have all been taken into account.

Constructed with assistance and input from:

*Jordan Harris (Pastor)*

*Helen Webb (Board of Trustees)*

*Kayak Consulting Group*

<b>Basic Rentals*</b>				
	1 Hour	2 Hours	3 Hours	Additional hour
Classroom (Purple Room)	\$38.00	\$60.00	\$75.00	\$15.00
Multi-Purpose Room / Stage	\$150.00	\$240.00	\$300.00	\$60.00
Kitchen	\$75.00	\$135.00	\$150.00	N/A
Multi-Purpose Room / Stage and Kitchen	\$225.00	\$375.00	\$450.00	\$100.00
Multi-Purpose Room and Stage / Kitchen / Classroom	\$140.00	\$210.00	\$270.00	\$55.00
Onsite support (cost per employee)	\$38.00	\$75.00	\$112.00	\$38.00

<b>Reduced Price Rentals**</b>				
	1 Hour	2 Hours	3 Hours	Additional hour
Classroom 2 (Purple Room)	\$18.00	\$30.00	\$38.00	\$5.00
Multi-Purpose Room / Stage	\$75.00	\$120.00	\$150.00	\$20.00
Kitchen	\$35.00	\$55.00	\$75.00	N/A
Multi-Purpose Room / Stage and Kitchen	\$90.00	\$150.00	\$125.00	\$25.00
Multi-Purpose Room and Stage / Kitchen / Classroom 1 or 2	\$105.00	\$158.00	\$188.00	\$30.00
Onsite support (cost per employee)	\$15.00	\$25.00	\$35.00	\$10.00

\*\*This fee structure is reserved for 501(c)(3) organizations, valued members and affiliates of Connexion, or other events and groups as determined by Connexion’s community to be aligned with the vision and mission of Connexion.

<b>Basic Bundle Rentals*</b>			
	Monthly Fee (Up to 4 times in 1 month, for 3 hours)	Quarterly (Up to 4 times each month for 3 months, for 3 hours)	Yearly (Up to 4 times a month for 12 months, for 3 hours)
Classroom (Purple Room)	\$260.00	\$710.00	\$2,400
Multi-Purpose Room / Stage	\$1,050	\$2,700	\$9,000.00
Kitchen	\$525.00	\$1,350	\$4,150.00
Multi-Purpose Room / Stage and Kitchen	\$1,310.00	\$3,375.00	\$11,250.00
Multi-Purpose Room and Stage / Kitchen / Classroom	\$1,440.00	\$3720.00	\$12,375.00

<b>Reduced Bundle Rentals**</b>			
	Monthly Fee (Up to 4 times in 1 month, for 3 hours)	Quarterly (Up to 4 times each month for 3 months, for 3 hours)	Yearly (Up to 4 times a month for 12 months, for 3 hours)
Classroom (Purple Room)	\$85.00	\$235.00	\$800.00
Multi-Purpose Room / Stage	\$350.00	\$900.00	\$3,000.00
Kitchen	\$175.00	\$450.00	\$1,500.00
Multi-Purpose Room / Stage and Kitchen	\$435.00	\$1,125.00	\$3,750.00
Multi-Purpose Room and Stage / Kitchen / Classroom	\$480.00	\$1,240.00	\$4,125.00

**Maximum capacity:**

Multi-Purpose Room / Stage - 80 people

Classroom 2 (Purple Room) - 15 people

**Payments:**

- A 50% deposit is required at the time of booking for a single use event. The full balance is due 1 week prior to the event.
  - Failure to pay the full balance by the deadline may result in cancellation of the rental, and retention of the deposit by Connexion.

- A 40% deposit for all monthly bundled rentals is due 2 weeks prior to the date of the first rental.
  - The remaining 60% may be paid in 4 equal installments, with each installment due 1 week prior to the date of each rental. Failure to pay an installment by the deadline may result in cancellation of the proximate rental, and multiple instances of failure to complete payment may result in cancellation of all future rentals and retention of the deposit by Connexion.
- A 20% quarterly rental deposit for all quarterly or yearly bundled rentals is due at the start of each “quarter”, with the start of a User’s “quarter” being 2 weeks prior to the date of their first rental, and the start of the 2nd quarter, (in the case of a yearly rental) beginning exactly 3 months from that date. The 3rd and 4th quarters respectively begin 6 months and 9 months after the 1st quarter. For yearly bundled rentals, this 20% deposit is equal to  $\frac{.25 \times .2}{total\ cost}$ , or 5% of the total cost.
  - The remaining 80% of the rental fee for each quarter may be paid in up to 12 equal installments, with each installment due no later than 1 week prior to the date of each rental. Failure to pay an installment by the deadline may result in cancellation of the proximate rental, and multiple instances of failure to complete payment may result in cancellation of all future rentals and retention of the deposit by Connexion.
  - Annual contract renewals will be negotiated at the beginning of the 4th quarter. Contract renewals must be signed, and deposits paid, 2 weeks prior to the date of the first rental for the new yearly contract.

**Cancellations:**

- A two (2) week cancellation notice is required for refund of security deposit.
- A Security Deposit is not required for rentals of the Classrooms when rented separately.

**Exceptions:**

- A sliding fee scale may be considered based upon an organization’s hours of usage or ability to pay

**Exceptions (cont...):**

- Connexion wishes to recognize the good work being done by small organizations, groups and businesses. Any charitable contributions, significant benefactions to underserved or unjustly targeted groups, or other philanthropic efforts will be taken into consideration when calculating rental fees.
- A Security Deposit is not required for rentals of the Classrooms when rented separately.
- An organization may offer an exchange of equal or greater value than the fee to be applied via a donation of labor and time to Connexion.

***Any exception to this fee schedule must be approved by the Pastor or Connexion's Board of Trustees.***

***Key Deposit:***

- A \$20 key deposit fee is required for all groups. This fee must be paid upon receipt of keys.
- For long-term rentals (lasting at least three (3) months) the key deposit will be cashed. Reimbursement will occur at the end of the rental period.
- For short-term or single rentals, the deposit will be held and returned at the end of the rental period, at the same time as the key is returned.

***Additional Fees:***

- An additional \$50 custodial fee will be applied when unusual clean-up is needed. This includes excess trash, wet/sticky floors or tables, significant spills clogging of toilets with paper towels or other non-flushable items, excessive dirt on carpets, party favors not removed, etc.
  - If you notice that a previous group has left behind a significant mess such as the above, please take pictures or otherwise document the mess, and notify the facilities coordinator or pastor. This will help us prevent misattribution of any unattended mess.

***Cleaning Schedule:***

- Please note that any long-term community partner that plans to meet at Connexion on a weekly/bi-weekly basis will be added to the Connexion in-house cleaning schedule. This may include any of several cleaning tasks that need to be performed on a weekly basis at Connexion.

***Cleaning Schedule (cont...):***

- An additional half hour to complete these tasks, after each scheduled rental date, will be allowed. If you feel any task assigned is unreasonable for any reason, please let us know and we will find a suitable solution.