

Trinity Presbyterian Church, USA
499 Route 70 East
Cherry Hill, NJ 08034

Phone 856-428-2050/ Fax 856-795-8471/ Email trinpres@trinpres.org

Building Use Guidelines and Fee Schedule

Witherspoon Center

Cost Schedule for Witherspoon assumes user will set up and take down necessary equipment.

Room	Size	Capacity	Not for Profit		For Profit		Sexton Fee
			Up to 4 Hours	4 to 8 Hours	Up to 4 Hours	4 to 8 Hours	
Main Hall	40 ft by 40 ft	75	\$230	\$400	\$250	\$500	Add'l Cost
Room 1 (at left)	20 ft by 25 ft	20	\$120	\$180	\$135	\$210	A
Room 2	20 ft by 25 ft	20	\$120	\$180	\$135	\$210	A
Room 3	13 ft by 25 ft	10 informal	\$60	\$90	\$75	\$110	A
Room 4	25 ft by 18 ft		Not Available	Not Available	Not Available	Not Available	
Room 5	19 ft by 19 ft		Not Available	Not Available	Not Available	Not Available	
Room 6	20 ft by 25 ft	15	\$115	\$175	\$135	\$200	A

A - Should it be determined that an event requires sexton clean-up, a charge will be added to standard room charges (any time food and/or beverages are served).

B - Some events may require attendance by a Church monitor (\$20/hr.)

Sanctuary Building

Room	Size	Capacity	Not for Profit		For Profit		Sexton Fee
			Up to 4 Hours	4 to 8 Hours	Up to 4 Hours	4 to 8 Hours	
Community Room	40 ft by 60 ft	100	\$130	\$165	\$155	\$190	Required 4-8 hr events A
Lower Level Kitchen			\$125	\$165	\$165	\$220	Required 4-8 hr events A
Anteroom upper level	20 ft by 30 dt	30	\$125	\$190	\$150	\$220	Required 4-8 hr events A
Fellowship Hall - Reception	40 ft by 60 ft	150	\$250	\$385	\$470	\$640	Required 4-8 hr events A
Fellowship Hall - Recital	40 ft by 60 ft	100	\$135	\$165	\$250	\$385	Required 4-8 hr events A
#-Piano Tuning Deposit			\$125				
Choir room with risers	20 ft by 30 ft	30	\$100	\$165	\$130	\$330	
Main Sanctuary*	40 x 80	650	\$385	\$550	N/A	N/A	Required 4-8 hr events
with Reception - Additional			\$250	\$250	N/A	N/A	Required 4-8 hr events A

A - Should it be determined that an event requires sexton clean-up, a charge will be added to standard room charges (any time food and/or beverages are served).

B - Some events may require attendance by a Church monitor (\$20/hr.)

***Weddings - See Separate Church Policy**

Sexton Fee - \$75 Checks should be made out to Larry Hall. Thank you.

10/23/15 last update

Fellowship Hall piano - Mason and Hamlin 7'

Community Hall piano - Kawai baby grand