

AVAILABLE RENTAL SPACE

USING OUR SPACE

To request the renting of our church's space, please contact the church at 202-526-1730 or email your request to admin@nepc-dc.org.

Our space has a valid District of Columbia Certificate of Occupancy for worship service, Sunday school, nursery school and educational endeavors. We are also organized for weddings, funerals, business meetings and social gatherings appropriate for a church facility. There is parking available with a 55-space parking lot, that includes the required ADA spaces. Off-street parking is also available. An elevator assists with access to the different floor levels in the educational building. ADA ramps for entrance into the sanctuary and auditorium are accessible from the street and parking areas.

Dorothy Harris Auditorium

The Dorothy Harris auditorium is located on the ground level of the Education Building. It is approximately 43' wide by 52' long and includes a 22' wide by 16' deep raised stage. There is access to three bathrooms, including an ADA bathroom. Seating capacity is 399 standing and 190 with tables and chairs. The kitchen is located at the rear of the auditorium. It includes an eight-burner commercial range and oven, three sinks, refrigerator, freezer, garbage disposal, stainless steel countertops and cabinets for storage.



Dorothy Harris Auditorium, 200 person seated capacity



Kitchen with double commercial freezer and refrigerator - 10 person capacity

AVAILABLE RENTAL SPACE cont.

Sanctuary

The sanctuary, located at the front of the church, and is ADA compatible with a ramp and automatic double doorway access on the Varnum Street side of the building. The main entrance leads into the large gathering space before entering the sanctuary that is approximately 9' wide by 26' long with an adjacent coat room. The sanctuary space itself is approximately 52' wide by 80' long with four sections, each consisting of 17 rows of pews. ADA seating for the sanctuary is available near the entrance from the access ramp. A balcony space overlooking the sanctuary has an additional two sections of four rows of pews with a seating capacity of 57. The space has a raised chancel area for the ministerial staff and choir. The music ministry has access to a Rodgers Organ and grand piano.

***An audio/visual system is available for live streaming



*Sanctuary main level with choir loft, organ and piano - nave seating 490 person capacity
(Balcony pew seating not shown)*

FACILITY USE AGREEMENT (2019)

I. RULES AND REGULATIONS

1. Programs and activities in NEPC must recognize, and in no way violate, the Christian Church's accepted practices.
2. No person(s) shall be denied entrance to worship services in the church sanctuary.
3. Requests for use of facility to raise funds for personal or private gain will not be approved.
4. NEPC reserves the right to monitor **all** programs and activities.
5. If additional security is needed, as determined by NEPC, (i.e., beyond the church security staff) the requestor shall be responsible for full payment for that service.
6. Only approved rooms may be used.
7. The church telephone and/or other office equipment are not available to users of the facility, except for emergencies.
8. Children must always have adult supervision.
9. Food and beverages are permitted only in the auditorium or undercroft.
10. Alcoholic beverages are not permitted on the church premises.
11. There shall be **NO SMOKING** in any interior area of the church complex.
12. Games of chance, lotteries, raffles, etc. are not permitted.
13. Sale of merchandise (i.e. CDs, tapes, books, etc.) in the sanctuary is prohibited.

FACILITY USE AGREEMENT (2019)

I. RULES AND REGULATIONS

14. Decorations such as thumbtacks, nails, and/or, tape that may cause permanent damage to the property are prohibited.
15. NEPC will pursue all legal avenues to recover for damages to church property.
16. The User agrees to indemnify and hold harmless Northeastern Presbyterian Church from any and all liability, loss, costs, expenses, damages, obligations, claims and demands against User arising out of or in any matter relating to the User's tenancy with Northeastern Presbyterian Church, including but not limited to, damages or injury to property or persons and including all attorney's fees.
17. The church sextons will not be expected to render services to the requestor unless the church has been contacted and conditions have been agreed upon.
18. The church facility that is used must be left reasonably clean after the event.
19. Violation of any of these rules and regulations may result in denial of future requests.

FACILITY USE FEE SCHEDULE

	Rates
I. Flat Rate (up to 4 hours... any time over @ \$75. per hour)	
a. Sanctuary only	\$500.00
b. Auditorium only	\$370.00
c. Kitchen only	\$275.00
II. Packages (8 hours... any time over @ \$75. per hour)	
a. Sanctuary, Auditorium & Kitchen	\$1,400.00
b. Sanctuary & Auditorium	\$900.00
c. Auditorium & Kitchen	\$950.00
III. Meeting Rooms (Per hour... any time over @ \$25. per hour)	
a. Jamison Lounge (18'x28' approx. 500 sq ft, seats 15)	\$25.00
b. Livingston Room (15'x15' approx. 225 sq ft, seats 6)	\$50.00
c. 3rd Floor Library (18'x32' approx. 57 sq ft, Seats 16)	\$250.00
Larger Meeting Space ... (up to 4 hours... any time over @ \$75. per hour)	
a. Undercroft (31' x 41' approx. 1,250 sq ft, seats 35}	\$250.00

Terms of Payment

1. A 20% deposit is required at the time the request form is submitted. The deposit is non-refundable if the event is canceled less than 20 days prior to the event.
2. Full payment for events, other than funerals/memorial services, is due no later than 20 days prior to the event. Final funeral/memorial service payment must be made at least 24 hours prior to the service.
3. A \$100 deposit is required for the use of the kitchen at the time the request form is submitted. The deposit will be refunded to the requester if the kitchen is left in good order.
4. Members of NEPC and their immediate family, such as parents, children, husbands or wives are responsible for 1/2 the cost of the facility schedule flat rate package or hourly fee for events other than funerals/memorial services. NEPC members, only, are exempt from cost for funerals/memorial services.
5. Senior NEPC members, 85 years or older, may use the kitchen and auditorium for special events in their honor such as birthday celebrations, service awards, etc., for up to 4 hours on Sundays at no cost.
6. 6. Make checks payable to Northeastern Presbyterian Church