

Christ The King (CTK) Lutheran Church – Holliston, MA

Rental Fact Sheet

Room: Classrooms #2, #5, #6, #9, #10, #11 (maximum capacity for each classroom noted below by room)

Classroom Facts

- Classrooms are available for rental seven days a week
- Rental hours are from 8:00 a.m. until 10:30 p.m. IMPORTANT NOTE: Rental times dependent on prior Church or Blessed Beginnings Pre-School activities
- The building is handicap accessible with elevator service
- Parking accommodates 110 cars with 5 handicap parking spaces
- Classrooms are available for events up to 8 hours in duration, excluding set-up and clean-up time allowances
- Classrooms are available for 1.5 hours prior to event for set-up and 1.0 after event for breakdown/clean-up
- No sound system or kitchen space is available with the rental of the Classrooms
- Food and Alcohol may not be served in any of the classrooms
- Please review “Building Use Regulations” for additional details

Room Number	Capacity	Specific Room Features	Room Rental Rates (Value Package Rates Only)
2	Up to 8 people seated at rectangular table	Room configuration cannot be altered	\$30/hr (\$15/hr CTK member)
5	Up to 12 people depending on table/chair configuration	A sliding divider separates rooms 5 & 6 allowing them to be separated in to two rooms or adjoined in to one larger room with a 24 person total capacity	\$30/hr (\$15/hr CTK member) (or \$45 when combined with room #6)
6	Up to 12 people depending on table/chair configuration	A divider separates rooms 5 & 6 allowing them to be separated in to two rooms or adjoined in to one larger room with a 24 person total capacity	\$30/hr (\$15/hr CTK member) (or \$45 when combined with room #5)
9	Up to 18 people depending on table/chair configuration	A divider separates rooms 9 & 10 allowing them to be separated in to two rooms or adjoined in to one larger room with a 36 person total capacity	\$30/hr (\$15/hr CTK member) (or \$45 when combined with room #10)
10	Up to 18 people depending on table/chair configuration	A divider separates rooms 9 & 10 allowing them to be separated in to two rooms or adjoined in to one larger room 36 person total capacity	\$30/hr (\$15/hr CTK member) (or \$45 when combined with room #9)
11	Up to 23 people depending on table/chair configuration	None	\$30/hr (\$15/hr CTK member)

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Rental Rate Summary Chart

Room: Classrooms #2, #5, #6, #9, #10, #11

Available Rental Options

- **Value Rental Package:** In return for a discounted rate, the renter agrees to handle the set-up and breakdown of all tables/chairs and perform a satisfactory clean-up of the classroom(s) and associated areas of use (such as the bathroom and hallways), after the event has ended, returning the rented space to the same condition it was found prior to the event. See “Building Use Regulations” for additional details that apply to all renters.

Rental Type	Non CTK Member Rates			CTK Member* Rates		
	Rate for up to 5 hours	Additional fee for over five	**Security Deposit	Rate for up to 5 hours	Additional Fee for over five hours	**Security Deposit
Value Package	See page one for rates by classroom	\$10/hour	\$300	See page one for rates by classroom	\$5/hour	\$300

1. *Current member of Christ the King Lutheran Church
2. The five hour rental period listed above defines the hours of the event, and does not include 1.5 hours for pre-event set-up and 1 hour for post-event clean-up.
3. **Deposit checks will be held, and returned within 7 days of event pending inspection of Hall by CTK personnel after the event
4. While an Application Deposit fee is waived for Classroom Rentals, your full rental fee will be due when you submit the Application/Contract