

Graceway Hayward Christian Church

Facilities Rental Fee Policy

The following fees apply to rentals of our facilities at Graceway Hayward Christian Church in Hayward, CA, 94541. All rentals are subject to availability and application approval.

Fees for 354 B Street

Facility/Service	Attendee Fee	Non-Attendee Fee	Notes
Sanctuary (400 seats)	\$400 \$50/hr for each additional hour	\$800 \$100/hr for each additional hour	Facility Coordinator & A/V support is required.
Fellowship Hall (90–120 seats)	\$150 \$25/hr for each additional hour	\$300 \$50/hr for each additional hour	Facility Coordinator is required for non-attendees. A/V support is available if needed.
Reception Team	Service available at no fee	Service not available	Serving food & setup/cleanup of kitchen.
Audio/Visual Support	\$150	\$300	2 A/V support
Musician(s)	\$100	\$200	What instruments can we cover? Do we allow playing of our piano?
Communications	\$100	\$200	Optional role. Program design, print, fold
Facility Coordinator	\$100	\$200	Required for Sanctuary rentals. Required for Fellowship Hall rentals by non-attendees. Note: if renting multiple spaces, only one facility coordinator fee is charged.
Pastoral Services	Honorarium	\$300	Honorarium for ceremonies

Fees for 335 A Street

Facility/Service	Attendee Fee	Non-Attendee Fee	Notes
Sanctuary (100 seats)	\$200 \$25/hr for each additional hour	\$400 \$50/hr for each additional hour	Facility Coordinator & A/V support is required.
Lunch Room (50 seats)	\$100 \$25/hr for each additional hour	\$200 \$50/hr for each additional hour	Facility Coordinator is required for non-attendees.
Reception Team	Service available at no fee	Service not available	Serving food & setup/cleanup of kitchen.
Audio/Visual Support	\$75	\$150	1 A/V support
Musician(s)	\$100	\$200	What instruments can we cover? Do we allow playing of our piano?
Communications	\$100	\$200	Optional role. Program design, print, fold
Facility Coordinator	\$100	\$200	Required for Sanctuary rentals. Required for Fellowship Hall rentals by non-attendees. Note: if renting multiple spaces, only one facility coordinator fee is charged.
Pastoral Services	Honorarium	\$300	Honorarium for ceremonies

Additional Rental Policies

Rental Blocks: All rentals are 4-hour blocks (includes setup and cleanup time). Fees apply for the full block regardless of actual use time. Overtime is available at additional hourly rates.

Deposits:

- \$500 refundable security deposit required
- \$200 non-refundable booking deposit (or total rental fee if lower) applied to final payment

Rental Period: Time begins at first facility access and ends when space is cleaned and vacated.

Cleanup Requirements: Renters must restore space to original condition and dispose of all trash/recycling.

Kitchen Access: Available for food storage and preparation only (no cooking). Included with space rental at no extra charge.