PROGRAMMING AND CONSULTATION SERVICES

Dear Friends:

Thank you for considering to use the Center's services for your programming needs. We are excited to be able to offer services that we feel have a high standard of expertise on both a professional and a spiritual level. Our desire is to enable the Lord to use our resources in a way that will benefit others.

Our desire is to provide these services based on need, rather than cost. However, course costs do enter the picture. Many hours of work and preparation go into each hour of programming time that is executed. Because of this, we have determined the following rates to be our guideline fees for consultation and programming services:

**Rate:**
- $25 per event per staff member when the event lasts less than two hours or less
- $50 per morning or afternoon of programming per staff member when the event lasts a half day
- $75 per day of programming per staff member when the programming lasts a day
- Because of the differences in individual programming, each day is a separate cost. (i.e. 5, 1 hour long evening programs which were conducted by one staff member would cost $25 per night for a total of $125; rather than a 5 hour program which if run in one day would cost $75.) Special circumstances will be arranged for unusual circumstances.

**Other:**
- Reimbursement of .15 per mile for transportation costs up to 100 miles per vehicle used.
- Transportation costs will be individually contracted on distances over 100 miles.

The Center will absorb all material costs for actual programming. We do ask that you provide incidental supplier materials such as marker board’s pencils, crayons scissors, tape etc. If this is a problem we will be glad to arrange for those supplies as well.

We would request that if you are contracting with the Center for children’s programming that you have an individual from the organization at the program if at all possible. This person will not be required to help in the programming, but will be valuable in knowing more specific information about the building, specifics in program information, and other minor details.

We also need a contact person to be available to meet with Center staff who has the authority to make decisions regarding the specific programming you wish to have.

It is important that you understand these are only starting guidelines from which we can work. Please contact the Center if these fees are unaffordable, if some of these provision seem difficult for you to work out, or you have any other difficulties. Our commitment is to do what we can to enable your group to use the Center’s services if it is at all possible.

After you and your group have examined these issues carefully, please contact the Center Director, D. Merle Skinner, for additional information.

In Christ’s Service,

The Board of Directors

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