



Facility Use Form

Date(s) of Event : _____

Original Date of Contract: _____

Date of Revision: _____

Information taken by: _____

Organization/ Group Name:	_____
Contact Person/ Responsible Party:	_____
Mailing Address:	_____
Phone (day):	_____ (evening): _____
e-mail:	_____
On-Site Contact:	_____

Room Fee Schedule

- Sanctuary (Capacity: 360) \$150.00
- Fellowship Hall (Capacity: 300) \$150.00
- (FH) North Only (Capacity: 200) \$100.00
- (FH) South Only (Capacity: 100) \$ 50.00
- Kitchen \$ 75.00
- Classrooms/Library \$ 35.00/ each
- Conference Room \$ 50.00
- Youth Room \$ 50.00
- Piano \$ 25.00
- Organ \$ 45.00

Total Room Fee Due: \$ _____ Remaining Fee Due: \$ _____

Payments:

Date	Amount	Cash or Check #
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Key Required?* Yes No
 Key Type: Evening Weekend Interior
 Key Returned: Yes No Date: _____

* Lost key fee: \$25.00

Signage: Please note user groups need to provide their own signage (including directional signs) for their events/activities, unless special arrangements have been made with the church staff.

AGREEMENT FOR FACILITY USE

I have read the Facility Use Policy and agree to follow the instructions and guidelines.

Signature of Group Representative: _____ Date: _____

Approved by: _____

* Please note that space is reserved only after Saint Andrew's receives this signed contract



Facility Use Form

One time event Recurring schedule (i.e. 1st Wed.): _____

Name of Event for Web Calendar: _____

Number of Participants: **Adults:** _____ **Youth** (include age-range): _____

Event time start: _____ **Event time end:** _____

Set-up begins: _____ **Clean-up ends:** _____

Room(s) assigned: _____

Special Equipment: (please check all that apply)

Sanctuary: Microphone (circle: wireless-lapel / wireless-handheld / stand) CD Audio
 Organ Piano Music Stands (number: _____)

Fellowship Hall:

Folding Wall: Open (only if renting both North and South)

Microphone: Wireless-lapel Stand Wireless-handheld (North only)

Visual Source: DVD VCR Personal Laptop Church Computer Overheads Slides

Projection: Church LCD projector Fixed pull-down screen Portable screen TV cart

Audio Source: DVD/VCR Computer Personal Boombox Church CD Boombox

Internet: WiFi Wired

Other: Podium Music stand Whiteboard Easel Piano Stage

Notes: _____

Setup Requested: (please sketch how you would like Fellowship Hall arranged)

