



# 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 # |
|------|--------|-----------------|
|------|--------|-----------------|

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. 1<sup>st</sup> 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)

