

Request For Use Of St. Andrew United Methodist Church Facilities

This form shall be used for requesting the use of St. Andrew United Methodist Church facilities

Contact Name _____ Phone _____

Address _____
City _____ Zip _____

Email Address: _____

Organization: _____

Nature of Use: _____

Size of group: _____

Rooms requested: _____

Date: From: _____ To: _____ Day of wk./mo. _____

Time of day: From _____ To: _____

Plan to use refreshments: Yes _____ No _____ What? _____

Room set-up: Chairs _____ Tables _____ Podium _____ Microphone _____

Comments: _____

I represent the group requesting use of the above stated facilities and will be responsible to monitor that the facilities are used only for the community service activities described. I have read and agree, on behalf of the requesting group, to abide by the Rules and Regulations on the reverse side of this form. **I will provide proof of liability insurance and limits of coverage for this use.** If I do not have it, I understand that St. Andrew bears no liability for the use of the building by this group. The group expressly promises and agrees to indemnify and forever hold St. Andrew United Methodist Church harmless for and against any and all claims made against St. Andrew United Methodist Church arising out of or relating to the use of the facilities of St. Andrew United Methodist Church., to the extent any such claims were caused by the negligent or intentional act of the group,

Signature of Requestor
& Indemnitor if Corporation - Please list Title

Date

Fee _____

**St. Andrew United Methodist Church
Rules and Regulations for Church Facilities Use
Fee Schedule for Non-Church Functions**

- I. Trustees feel that the church facilities should be available for use by the community provided that the property is protected and properly used.
- II. Due to cost of lighting, heat, custodial care, wear and tear on the building, a fee structure has been established for the use of church facilities.

A security deposit of \$300 may be required within one week of confirmation from St. Andrew to secure your date and space. (The deposit check will be held by St. Andrew and returned to the user following the event if no damage has occurred.)

Full payment is due at least one week prior to the event. If payment is not received one week prior, the event space will be cancelled and the deposit returned.

Sanctuary (excluding weddings)	\$625
Fellowship Hall	\$550
Gathering Space	\$500
Combo Space (A103-105-107)	\$500
Combo Space (B120-122)	\$500
Choir Room	\$500
Chapel	\$400
Harmon Library	\$400
Individual Classrooms	\$200
Sound Tech	\$ 75 First 3 hours \$10 for each additional hour
Custodial Fee (setup, take down, clean up)	\$ 25 /hour/custodian

- III. All persons using church facilities are required to abide by the following rules and regulations:
 - A. One contact person is responsible for the group meeting whose name and contact information is to be given on the request form.
 - B. User group is to restrict their activity, as nearly as possible, to the room or area assigned.
 - C. NO smoking or use of alcoholic beverages is permitted in the facilities at any time.
 - D. Parents and/or sponsors must be present to supervise all youth activities.
 - E. Children must remain with parent/guardian at all times.
 - F. NO latex products (i.e. balloons or gloves) are permitted in the building.
 - G. User is to provide own table service: i.e. plates, silver, cups, glasses, napkins, etc.
 - H. User must not attach anything to the walls – consult w/staff or custodians.
 - I. User, individual or group, is responsible for any damage to church property.
 - J. Pianos are **NOT** to be moved from their present locations. Special request is required prior to use.