

BUILDING USE REQUEST FORM

(To be returned to Church Office for inclusion on Master Calendar)

DATE OF REQUEST _____

NAME OF GROUP OR COMMITTEE _____

CONTACT PERSON _____ PHONE _____ EMAIL _____

ACTIVITY _____

DATE OF USE _____ OR REGULAR MEETING SCHEDULE _____

TIMES _____

SPACES NEEDED:

_____ ST. MARIE PARLOR	_____ SOCIAL HALL
_____ SANCTUARY	_____ CHURCH OFFICE
_____ KITCHEN	_____ PARKING LOT
_____ YOUTH ROOM	
_____ CLASSROOMS – Be specific _____	

SPECIAL NEEDS:

_____ MUST BE HANDICAPPED ACCESSIBLE
_____ NEED VIDEO
_____ CHALK BOARD/EASEL
_____ TABLE(S)/CHAIRS
_____ OTHER: _____

PLEASE REVIEW GENERAL RULES ON THE BACK OF THIS FORM
A COPY OF THESE RULES HAS BEEN RECEIVED AND WILL BE OBSERVED:

SIGNATURE OF
CONTACT PERSON _____ TITLE _____

WE ARE A RECONCILING CHURCH AND EXPECT ADHERENCE TO OUR POLICY OF INCLUSION.*

*Statement of Inclusion

We embrace God's good gift of diversity and believe all persons are of sacred worth. Therefore, we welcome people of every age, race, ethnicity, gender identity, sexual orientation, socio-economic condition, family structure, and physical or mental ability into the full participation of this congregation. Our passion for a wide welcome of all God's children moves us to participate in reconciling and justice ministries so that we might truly open minds, open hearts, and open doors.

REQUEST CLEARED BY: _____ CHURCH SECRETARY

APPROVED BY: _____ TRUSTEE/PASTOR

GENERAL RULES FOR BUILDING USE

1. Groups using the rooms will be responsible for:
 - Setting up chairs, tables, etc.
 - Proper supervision
 - Restoring the rooms to original condition
2. Reserved time should include time for set-up and clean-up. Material storage outside of the reserved time requires special permission.
3. **Smoking is not permitted anywhere in the building or on the church property.**
4. Refreshments may be served. Use of the kitchen to prepare food and/or dishwasher requires special permission and additional fees.
5. **Alcoholic beverages are not permitted anywhere in the building or on the church property.**
6. No materials may be attached to doors, walls or other surfaces that will cause any damage.
7. All materials or supplies must be furnished by the user.
8. Telephones may be used for local calls only.
9. All lights should be turned off, windows closed, and doors locked when exiting the building.
10. **Any person/organization using this facility hereby accepts responsibility and liability for any claims attributable to their use of facilities.**
11. Wedding ceremonies and funeral services are coordinated through the Pastor.
12. Arrangements should be made with the Board of Trustees to unlock and lock the doors.
13. We reserve the right to assign another space should the need arise.
14. **Anyone violating these rules may be asked to leave and/or denied future use of the facilities.**

	Church Sponsored Groups & Members	Not-for-Profit Community Groups	Other Groups
Social Hall			
(Up to 4 Hours)			
Up to 20 People			
Social Hall Only	No Charge	\$15	\$80
Social Hall & Kitchen	No Charge	\$25	\$100
Over 20 People (100 max.)			
Social Hall Only	No Charge	\$100	\$150
Social Hall & Kitchen	No Charge	\$125	\$200
St. Marie Parlor			
(Up to 4 Hours)			
Limited to 10 People	No Charge	\$30	\$90
Classroom			
(Up to 4 Hours)			
	No Charge	\$30	Not Available
Sanctuary			
	No Charge	\$150	\$200
Organist (check made to John Cavicchia)	\$200 + \$50 to rehearse with soloist	\$250 + \$50 to rehearse with soloist	\$250 + \$50 to rehearse with soloist
Sexton (check made to Clean-Up Crew)	\$40 (Sanctuary only) \$50 (Sanctuary & Hall)	\$40 (Sanctuary only) \$50 (Sanctuary & Hall)	

Effective April 1, 2014