



Date(s) of Event : \_\_\_\_\_

Original Date of Contract: \_\_\_\_\_

Date of Revision: \_\_\_\_\_

Information taken by: \_\_\_\_\_

# Facility Use Form

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

## Room Fee Schedule

- Sanctuary (Capacity: 360) \$170.00
- Fellowship Hall (Capacity: 300) \$170.00
- (FH) North Only (Capacity: 200) \$120.00
- (FH) South Only (Capacity: 100) \$ 65.00
- Kitchen \$ 65.00
- Kitchen (Partial use) \$ 45.00
- Classrooms/Library \$ 40.00/each (AA/12-step groups: \$35.00 each)
- Conference Room \$ 60.00
- Youth Room \$ 60.00
- Piano \$ 30.00
- Organ \$ 50.00

**Total Room Fee Due:** \$ \_\_\_\_\_ **Remaining Fee Due:** \$ \_\_\_\_\_

## Payments:

Date	Amount	Cash or Check #
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- Key-Fob Required?  Yes  No
- Key-Fob Type:  Group  Individual  Interior
- Key-Fob Returned:  Yes  No **Date:** \_\_\_\_\_

\* Lost key-fob 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)

