



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** \_\_\_\_\_

### Rooms Requested

- Sanctuary (Only with approval of Pastor & Director of Music Ministries)
- Fellowship Hall (Capacity: 300)
- (FH) North Only (Capacity: 200)
- (FH) South Only (Capacity: 100)
- Kitchen (Light Use)
- Kitchen (Food Preparation)
- Classrooms
- Conference Room
- Youth Room
- Library
- Music Room (Only with approval of Director of Music Ministries)

### Equipment & Instruments Requested

- Piano – only with approval of Director of Music Ministries
- Organ – Not Available
- Sanctuary Sound System
- Fellowship Hall Sound System
- AV Equipment

### Total Amount Due: (see fee schedule)

Amount \$ \_\_\_\_\_ Cash or Check # \_\_\_\_\_ Date \_\_\_\_\_

- Key-Fob Required.     Yes                     No  
Key-Fob Type:         Group                 Individual     Interior  
Key-Fob Returned:  Yes                     No                **Date:** \_\_\_\_\_

\* Lost key-fob fee: \$35.00

**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. **This signage shall be approved by the Saint Andrew's Church Office Administrator.**

## AGREEMENT FOR FACILITY USE

*I have read the Facility Use Agreement 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 agreement.**



# 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)

