

## St. John's Building Use Request Form

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

Area(s) requested \_\_\_\_\_

For what event \_\_\_\_\_

Does this event conflict with another event on the Master Schedule? Yes  No

Fee/cost \_\_\_\_\_ (per schedule below) non-member  member

Fee/cost \_\_\_\_\_ (per schedule below) non-member  member

Note that we are a non-smoking facility. There is one cigarette disposal outside the back fellowship door. Please remove all decorations, including string, wire and tape. Thank you!

**\*Please return entire completed form to Church Office, Attention: Council President\***

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### St. John's Church Rental Fee Schedule

Location	Member Rate*	Non-member Rate
Security Deposit	waived	\$200 (forfeited for damage/stains/filth)
Sanctuary only	waived	\$200 for 3 hour rental, (\$50/every hour over 3 hours)
Fellowship Hall & Kitchen	waived	\$200 for 3 hour rental, (\$50/every hour over 3 hours)
Sanctuary & Fellowship Hall	waived	\$300 for 3 hour rental, (\$50/every hour over 3 hours)
Classroom	waived	\$60 for 3 hour rental, (\$10/every hour over 3 hours)
Wedding (whole building use)	waived	\$550 for 3 hour rental, (\$50/every hour over 3 hours)
Pastor	\$150 suggested	\$250
Accompanist	\$125 suggested	arrange with accompanist, \$125 suggested
Hostess	waived	\$10 per hour
Use in excess of 3hours	waived	\$50 per hour
Fire Pit	waived	Not Available

*\*Rental fees are waived for members under the condition that members are responsible for all clean-up after the event. Areas used should be left in NEAT and CLEAN condition. If applicable, please take out trash and recyclables. Alternatively, St. John's will arrange for a cleaning service upon request at the member's expense.*

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**For office use only:** date request received \_\_\_\_\_ date presented to Council \_\_\_\_\_

approved  disapproved  date applicant notified \_\_\_\_\_

fee/deposit \_\_\_\_\_ deposit returned  deposit retained

event added to master calendar  Custodian notified

Notes: \_\_\_\_\_