

Application for Use of St. John UCC Facilities
by Member

Application Date: _____ Event Date: _____

Starting Time: _____ Ending Time: _____

Name of member requesting to use facilities: _____

E-mail Address: _____

Address: _____

Telephone: _____

Please check all that apply:

Areas to be used:

- Fellowship Hall – Lower level only (maximum 100 people)
- Kitchen (only to keep food hot or cold – NO baking or cooking)
- Sanctuary (for worship services only i.e., funerals or weddings)
- Conference Room

Equipment to be used:

- Tables
- Chairs
- Other: _____
- Equipment shall be loaned outside of the church premises only to church members by special permission.

Fees:

1. No charge to members for use of the Sanctuary for worship services, however, these services must be officiated by the St. John UCC minister.
2. \$50.00 fee for use of Fellowship Hall.
3. Fee must accompany application.

Regulations for the use of St. John UCC facilities:

1. All areas must be properly cleaned immediately after the function and restored to the condition in which they were found before the event.
2. Tables and chairs are to be stored in their proper places.
3. Floor must be swept, spills wet-mopped (materials in utility room).
4. Bring your own paper or plastic goods (i.e., plates, cups, napkins, forks, spoons, etc.).
5. Garbage must be taken out and placed in the dumpster.
6. Kitchen and rest rooms should be clean.
7. All personal property must be removed, lights turned off, building securely locked, and key returned to church office during office hours.
8. Access to Fellowship Hall will be through the SE parking lot entrance only.
9. Building must be vacated by 10:30 p.m.
10. Member who requests the use of facilities or equipment will be held responsible for damages, thefts, or any other type of loss incurred.
11. Member must know the location of exits and fire extinguishers in the building.
12. St. John UCC is not liable for any injury or loss of any kind.
13. Consumption of beer and wine in Fellowship Hall or outside is permissible for church functions; i.e., church picnics, clean-up activities, tailgate parties at church, etc.
14. Consumption of beer and/or wine involving approved church member activities in Fellowship Hall requires approval of Church Council at the time application is made.
15. NO rice throwing. Birdseed may be used outside of building.

I agree to the above terms and regulations:

X _____

Member's signature

Amount enclosed _____

For office use only:

Application approved by Church Council: Yes No Date _____

Date key given _____

Date key returned _____