

**Application for Use of St. John UCC Facilities  
by Non-Member**

Application Date: \_\_\_\_\_ Event Date: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Name of person and/or organization 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)

Equipment to be used:

- Tables
- Chairs
- Other: \_\_\_\_\_

**Fees:**

1. \$300 sanctuary fee for worship services; i.e., weddings or funerals
2. \$300 ministerial expenses
3. \$150 organist fee
4. \$75 soloist rehearsal fee
5. \$40 printing fee for bulletins using cover stationery
6. \$200 cleaning deposit is required and will be returned after the event if all terms and regulations of this application are followed
7. Fees must accompany application to be considered
8. No outside minister or organist may be used without prior approval of St. John UCC minister and/or organist

9. Fee for non-profit community organizations using Fellowship Hall will be decided on a case-by-case basis.

**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 at the end of the event.
8. Access to Fellowship Hall will be through the SE parking lot entrance only.
9. If you would like to decorate in any way, you must submit a detailed plan with this application.
10. Building must be vacated within one hour of the event end time.
11. Person and/or organization requesting the use of facilities or equipment will be held responsible for damages, thefts, or any other type of loss incurred.
12. Person and/or organization leader must know the location of exits and fire extinguishers in the building.
13. St. John UCC is not liable for any injury or loss of any kind.
14. NO smoking permitted on church premises.
15. NO alcohol permitted on church premises.
16. NO rice throwing permitted. Birdseed may be used outside of building.

I agree to the above terms and regulations:

X \_\_\_\_\_

Responsible party's signature

Amount enclosed \_\_\_\_\_

For office use only:

Application approved by Church Council:    Yes    No    Date \_\_\_\_\_