

St. John's United Church of Christ Non-Member Facility Use Application

Person making request _____
 Type of Function _____
 Estimated # of people attending the function _____
 Date of Use _____ Time _____

A non-refundable deposit of \$200.00 is required to reserve the date
**Please note: Church functions such as funeral and memorial luncheons take precedence and
 your event may be subject to cancellation or rescheduling.**

	Social Hall (up to 4 hours)	\$250.00
	Social Hall (5 to 8 hours)	\$500.00
	Social Hall (over 8-10 hours)	\$1000.00
	Custodial charge per Building (required)	\$125.00
	Classroom	\$50.00
	Sanctuary	\$200.00
	Sound Technician	\$ 50.00
	Wedding Coordinator (required) or Event Coordinator/ Social Hall (required)	\$150.00
	<u>Additional \$10/hr. for each hour beyond 4 hours</u>	\$50.00
	Minister (required)	\$200.00
	Organist/Pianist (with soloist)	\$150.00 \$200.00
	Soloist	\$75.00

CIRCLE APPROPRIATE CHARGES

I have read and been given a copy of the facilities use policies governing building use of St. John's United Church of Christ facilities and agree to the stated fees and conditions. Further, I assume responsibility of complying with all rules and restrictions as stated in the facilities Use Policies. I agree to provide proof of insurance for the scheduled event for one million dollars with the final payment. Not vacating the building on time, not returning chairs and tables to original position, not removing garbage, adjusting air conditioner/ heating thermostats will result in your being denied further use of this facility.

Signature of Responsible Person _____

Date _____ Phone Number _____

Address _____

Trustees Approval _____ Date _____ Total Fee _____