

St. Andrew Presbyterian Church

Building Use Request Form

Name of Event: _____ Date(s) of Event: _____
 Organization/Contact Name: _____ Arrival Time (for Set-Up): _____
 Address: _____ Departure Times : _____
 Phone # Home/Office: _____ Cell: _____
 Email: _____ () Member () Non-Member

The purpose of the event is: _____
 Number of people you anticipate will be attending the event: _____

Services/Equipment Needed:		Non-Profit	For Profit
() Sanctuary (700)		\$1000	\$2500
() Room Behind Sanctuary (#128)		INCL	\$40
() Multi-Purpose Room (350)	HOST Name: _____ (\$25/Hr)	\$500	\$1500
() HUB (125)	_____ Host Fee Waived	\$1000	\$1500
() Atrium (250)	_____ Room Fee Waived	\$500	\$2000
() 1 st Floor Small Group Room (#103)	_____ Free Will Donation	INCL	\$20
() Kitchen	(Suggested Donation: \$80/Hr.)	\$50	\$50
() Set-Up/Custodial (Mandatory Fee)		\$30/hr	\$45/hr
() Sound Technician		\$30/hr	\$45/hr
() Other (example podium, microphone, screen): _____			

Please Note: No dates are final until fees have been received. Not for profits still need to pay the Set-Up Custodial fee. Host MUST BE a member of St. Andrew. Host Fee may be waived by Host. Room Fee may be waived by B&G or Staff.

I (We) certify that we have received and will adhere to the guidelines and policies of St. Andrew Presbyterian Church for use of the church facility. I (we) understand I (we) will be liable for any damages that occur during the event. I understand should I (we) have any questions, we will contact the church office.

 (signed) (date) (We need a response to this request by)

\$200 Cleaning Deposit Required – to be returned upon verification of condition of space.

(To be filled out by the St. Andrew Office and returned to person responsible for event.)

For Office Use Only: _____ Approved _____ Not Approved _____ Amount Paid _____ Check # _____
 _____ On Calendar _____ Copy on File _____ Staff Signature _____ Date _____

Group/Person _____ () is () is not granted use of the designated facilities at St. Andrew Presbyterian Church on the date(s) _____ and time(s) _____.

- | | |
|--------------------------------------|----------------------|
| () Sanctuary | () Conference Room |
| () Classroom(s) _____ | () Atrium |
| () Multi-Purpose Room | () Kitchen |
| (X) Set-Up/Custodial (Mandatory Fee) | () Sound Technician |

Total Cost: _____ Paid (Y/N) _____ Check #: _____
 Approved by: _____ Title: _____ Date: _____

Room Set-Up Diagram: (Please be as specific as possible)

Room Name: _____



The philosophy for St. Andrew Presbyterian Church is that the church facility shall be used to carry out the purpose of the church and support its mission in our community. We trust you will receive and adhere to the following policies and guidelines in the spirit in which they are intended.

-St. Andrew Presbyterian Church

Guidelines and Policies

1. All building use should be done in compliance with local fire codes, ordinances and rules for operation that pertain to public use facilities.
2. Church personnel is to be used for the moving of all equipment or furniture that may be necessary and for its replacement upon conclusion of the scheduled activity.
3. Regularly scheduled church activities have first priority in all situations.
4. Other church-related meetings have second priority for all building use.
5. Outside ministry-related or non-profit organizations may request use of the church facilities, but must be approved for use by the Session or Office Administrator.
6. For-profit organizations may not use the church facilities as part of their business practice, but may request use if the activity qualifies within our philosophy of church use.
7. There shall be no smoking allowed on the church property.