

**Building Request Form – Please complete and return to church office**

**Date submitted:** \_\_\_\_\_

**Your name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Backup contact name and number:** \_\_\_\_\_

**Type of event:**

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Civic organization meeting | <input type="checkbox"/> Scouts                                | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Religious meeting          | <input type="checkbox"/> Fundraising event                     |                                      |
| <input type="checkbox"/> Wedding/Reception          | <input type="checkbox"/> Outdoor / parking lot event           |                                      |
| <input type="checkbox"/> Training/Education         | <input type="checkbox"/> Social gathering (party, shower, etc) |                                      |

**Day/Date of event:** \_\_\_\_\_ **Repeating how often?** \_\_\_\_\_

**Start/End Times (including setup and cleanup):** \_\_\_\_\_

**Number of people expected:** \_\_\_\_\_ **Additional info:** \_\_\_\_\_

**Which rooms would you like to use? (check all that apply)**

✓	Room(s)	Rental Fee	Deposit
	<b>Fellowship Hall</b> (approx. 2,000 sq.ft, seats 150 for dinner)	<b>\$75</b>	<b>\$150 for groups over 50 people (see below)</b>
	<b>Fellowship Hall and Full-Service Kitchen *</b>	<b>\$125</b>	
	<b>Library</b> (approx. 20 x 30, seats 25, couches, chairs, tables, TV)	<b>\$40</b>	
	<b>Library and Full Service Kitchen</b>	<b>\$65</b>	
	<b>Sanctuary and Use of Organ</b> (seats 175, organist not supplied)	<b>\$100</b>	
	<b>Sanctuary, Organ and Library</b>	<b>\$125</b>	
	<b>Outdoor Area</b>	<b>\$40</b>	

*\*plus \$0.75 per person over 80 people, weddings will be charged \$200 due to heavy facility use*

**Policies:**

- The church determines access to the facilities based on consistency with the church mission and room availability (with priority given to church member requests.)
- We do not permit smoking or alcoholic beverages on the premises.
- For-profit events are not permitted. Only non-profit organizations and individuals may use space.
- You will be responsible for the setup and cleanup of the rooms you use. We have a small, part-time staff who cannot take time away from their regular duties to move furniture or setup equipment.
- A cleaning checklist will be provided to you upon acceptance.
- The Session, the Church’s ruling body, must approve all building requests. Please allow as much as two months for approval.
- Groups may be asked to maintain General Liability Insurance which covers the building use. This insurance policy must name the Church as Additional Insured.
- A deposit of \$150 is required for groups of over 50 people, which will be returned in full upon confirmation by church representatives that the facilities utilized were sufficiently maintained.

\_\_\_\_\_  
**Signature of person making request**

\_\_\_\_\_  
**Elder’s Signature / Date** *(Rev. Oct. 2017)*