



Date(s) of Event : _____

Original Date of Contract: _____

Date of Revision: _____

Information taken by: _____

Facility Use Form

Organization/ Group Name: _____

Contact Person/ Responsible Party: _____

Mailing Address: _____

Phone (day): _____ **(evening):** _____

e-mail: _____

On-Site Contact _____

Room Fee Schedule

- Sanctuary (Capacity: 360) \$170.00
- Fellowship Hall (Capacity: 300) \$170.00
- (FH) North Only (Capacity: 200) \$120.00
- (FH) South Only (Capacity: 100) \$ 65.00
- Kitchen \$ 65.00
- Kitchen (Partial use) \$ 45.00
- Classrooms/Library \$ 40.00/each (AA/12-step groups: \$35.00 each)
- Conference Room \$ 60.00
- Youth Room \$ 60.00
- Piano \$ 30.00
- Organ \$ 50.00

Total Room Fee Due: \$ _____ **Remaining Fee Due:** \$ _____

Payments:

Date	Amount	Cash or Check #
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- Key-Fob Required?** Yes No
- Key-Fob Type:** Group Individual Interior
- Key-Fob Returned:** Yes No **Date:** _____

* Lost key-fob fee: \$25.00

Signage: Please note user groups need to provide their own signage (including directional signs) for their events/activities, unless special arrangements have been made with the church staff.

AGREEMENT FOR FACILITY USE

I have read the Facility Use Policy and agree to follow the instructions and guidelines.

Signature of Group Representative: _____ **Date:** _____

Approved by: _____

*** Please note that space is reserved only after Saint Andrew's receives this signed contract**



Facility Use Form

One time event Recurring schedule (i.e. 1st Wed.): _____

Name of Event for Web Calendar: _____

Number of Participants: **Adults:** _____ **Youth** (include age-range): _____

Event time start: _____ Event time end: _____

Set-up begins: _____ Clean-up ends: _____

Room(s) assigned: _____

Special Equipment: (please check all that apply)

Sanctuary: Microphone (circle: wireless-lapel / wireless-handheld / stand) CD Audio
 Organ Piano Music Stands (number: _____)

Fellowship Hall:

Folding Wall: Open (only if renting both North and South)
 Microphone: Wireless-lapel Stand Wireless-handheld (North only)
 Visual Source: DVD VCR Personal Laptop Church Computer Overheads Slides
 Projection: Church LCD projector Fixed pull-down screen Portable screen TV cart
 Audio Source: DVD/VCR Computer Personal Boombox Church CD Boombox
 Internet: WiFi Wired
 Other: Podium Music stand Whiteboard Easel Piano Stage

Notes: _____

Setup Requested: (please sketch how you would like Fellowship Hall arranged)

