

Effective 5/1/03

Building Use Application

Application Date: _____

Name of Individual or Organization: _____

Name of Event: _____

Space(s) to be rented: _____

Dates of Building Use: _____

Date & Time of Event: _____

Total Time Needed (including set-up & clean-up): _____

Approximate Number of People Expected: _____ Key needed? Yes No

Floor Layout Request Completed? Yes No

(Seating capacity for meals is 150. No more than 50 additional chairs may be brought in from outside.)

Admission Charge?: \$ _____

Name of Adult Responsible: _____

Mailing Address: _____

Phone Number: _____ (day) _____ (evening)

E-mail Address: _____

Key Deposit: \$200.00 (Refundable when key is returned within one week after the event)

Key #: _____ Date Issued: _____ Date Returned: _____

Building Use Fee: \$ _____ Sexton's Fee: \$ _____

Kitchen Deposit: \$ _____ (Refundable when kitchen is left in good condition)

Damage Deposit: \$ _____ (Refundable when building is left in good condition)

Surcharge: \$ _____ (for use after 6 pm on Saturday)

Table Covers: \$ _____ Other: \$ _____

Pastor's Fee: \$ _____ Organist's Fee: \$ _____

TOTAL FEES: \$ _____

Approved by: _____ (for the Stewardship Cluster)