

St. Andrew United Church of Christ
Building Usage Application

Any group or person wishing to use any area of the St. Andrew Church facility must complete this form and have it approved by the church prior to scheduling an activity, event, or meeting.

GROUP or MEMBER (circle one) NAME: _____

RESPONSIBLE ADULT/SPONSOR _____

ADDRESS: _____

PHONE: _____ EMAIL _____ CELLPHONE _____

BRIEF DESCRIPTION OF EVENT OR ACTIVITY: _____

SPECIAL NEEDS/REQUIREMENTS _____

CHURCH SET-UP OF TABLES/CHAIRS REQUESTED: Yes _____ No _____

NUMBER OF PEOPLE INVOLVED: _____ adults _____ children

ROOM/AREA YOU DESIRE TO USE: _____

DATE & TIME OF EVENT OR ACTIVITY: _____

IF THIS IS RECURRING ACTIVITY, PROVIDE DATE/TIMES _____

All groups using the church facility must agree to the following rules and guidelines:

1. Non-member groups must sign a Disclaimer and Hold Harmless Release **Form SAC Form 1000** prior to approval of request and usage of facility.
2. A responsible adult must be in attendance at all times while group is using the facility.
3. Your group is responsible for housekeeping, which leaves the room or facility in the same condition as when you arrived. A \$50.00 Custodial Fee in advance is required of any non-church group using the facility. This fee is refundable if area used is left in same condition as it is upon arrival.
4. Any fees or deposits must be paid in full prior to the day of use.

SIGNATURE (Sponsor) _____ DATE: _____

By signing this form we agree to adhere to all policies, guidelines, and fees established for the use of the facilities at St. Andrew United Church of Christ.

APPROVED BY: _____ DATE: _____
St. Andrew U.C.C Church Official

ROOM/AREA ASSIGNED: _____ FEE CHARGED: \$ _____ DATE PAID _____