



ST. JOHN UNITED CHURCH OF CHRIST
332 Old Sulphur Spring Road
Manchester, Missouri 63021
(636) 391-6655

REQUEST FOR USE OF CHURCH FACILITIES

Please note: this facility was built for the glory of God and we, of St. John U.C.C., take great pride in its appearance. We ask that you leave the facility/parking lot in the condition that you received it. We trust that you will treat God's house as you would have others treat your house. Thank you!

Contact Person (please print): _____ Date: _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Work: _____ Cell: _____

Email: _____

Name of Organization: _____

Event: _____

Event Date(s), Start & End Times: _____

How long before/after event will you need access to the building? _____

Space(s) requested: _____

Approximate number of people: _____

Equipment needs (i.e. tables, chairs, sound/audio/visual equipment, etc.): _____

REGULATIONS FOR BUILDING USE:

1. The contact person listed on the Request Form must be present during the event.
2. No smoking in the building. No alcohol permitted on the premises.
3. If you have an event with food, the kitchen must be reserved on the Request Form. You must provide your own food. Any food or supplies in the kitchen are for other events. Please take any leftovers with you.
4. Clean up. All refuse must be taken to the dumpster. Return all equipment to its proper location. Remove all signs used. Clean kitchen including all utensils, pots, pans, counter tops and floors.
5. If you would like to leave group materials here in the building, we ask that you get permission from authorized leaders in the church. Our church has limited space and must meet certain fire codes.

6. You will be responsible for the oversight of the facility being used and the people in it. All children must be under adult supervision. Your group will be held financially responsible for any damage to the building, room, carpeting, furniture or any appliance.
7. You are responsible for arranging your own set-up and clean-up for events.
8. You must notify St. John U.C.C. immediately if you discover any damage to the building, furniture, appliance or carpeting before your event starts. Failure to do so may result in your group being held responsible for that damage.
9. Please notify the office of any changes and/or cancellation of this request.
10. No group may use the church facilities without prior written approval.
11. St. John U.C.C. functions take precedence in the church building. You may be asked to make other arrangements should that occur. The church will try to give you as much advance notice as possible.
12. The use of the church facilities will be reviewed annually, and a new form must be submitted each year.

FEES:

It is the desire of the members of our church to actively participate in service to the community. Although the church facilities are provided rent free, charges are made to cover expenses such as building operation and general wear.

Fees will be assigned on review of this request. A request for adjustment of fees can be made in writing to the church. The fees below are per use.

- Sanctuary – \$100.00
- Fellowship Hall – \$50.00
- Kitchen – \$50.00
- Classroom/Meeting Room – \$50.00
- Audio/Visual Room – \$100.00
- Caretaker (if required) – \$75.00

A \$50.00 deposit must accompany this form to secure your reservation.

By signing this application, your organization agrees to indemnify and hold harmless St. John U.C.C. and its members and employees from any liability or injury to any of your guests, members or attendees. The aforementioned indemnity and hold harmless includes and defends any claim or allegation that any member of your organization or group or any attendee or any function held at these premises has contracted the COVID-19 virus. You agree that you are accepting these premises in an "as is" condition without any warranties or representations as to hazards or fitness for the needs for your event. I have read the foregoing and agree to abide by the above guidelines.

Signature _____
Date

Request Received: _____ Dated: _____

Request Approved: _____ Dated: _____