



## REQUEST FOR USE OF FACILITIES

Cost for use of our facilities with the exception of weddings which have different pricing!

- \$200 for non-members
- \$100 for members for events that are not church related.

\*\*\* THIS REQUEST REQUIRES CONGREGATION COUNCIL APPROVAL \*\*\*

Date of Request \_\_\_\_\_ Organization/Group \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone # \_\_\_\_\_

For Profit: Yes or No      Beneficiary of Profit \_\_\_\_\_

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Date of Function or Event \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Will a member of Saint James be present at the function? \_\_\_\_\_

# People Expected \_\_\_\_\_ Special Needs \_\_\_\_\_

Please, explain the function to be held \_\_\_\_\_

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### Areas of Church to be Used:

Entire Church \_\_\_\_\_ Kitchen \_\_\_\_\_

Sanctuary \_\_\_\_\_ Classroom(s) \_\_\_\_\_

Other (please specify) \_\_\_\_\_

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## **FACILITY USE GUIDELINES**

1. All organizations using our facilities must sign a “use agreement”.
2. Facility not available on Wednesday evenings from September – May due to Saint James activities.
3. All facilities used **MUST** be returned to the same condition as when you arrived (this includes tables, chairs, and all equipment put back in the same place you found them.)
4. If necessary, a janitorial fee for clean up will be billed.
5. Our intent is that usage of Saint James is for the benefit of the community.
6. Saint James members’ receive priority when scheduling facilities.
7. Donations to offset church expenses are encouraged.
8. Saint James reserves the right to update these guidelines as necessary.