

REQUEST FOR USE OF CHURCH FACILITIES

FIRST UNITED PRESBYTERIAN CHURCH

201 E. Church St. - Collinsville, IL 62234 (618) 344-1109

(Please fill out both sides and return to the church office as soon as possible.

You will be notified of Session Approval)

Event Date _____ Approval Date _____

Event _____

Hours requested _____ Approximate Number of People _____

Event Sponsored by _____

Minister Officiating _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Telephone _____

RULES FOR USE OF CHURCH FACILITIES

1. Inquire at the office to verify availability and turn in completed request form as soon as possible for Session approval.
2. Church activities and/or church sponsored organizations shall be permitted to use the facilities without fees, subject to the approval of the Session and availability.
3. Arrangements **MUST** be made with the custodian regarding opening and locking the building, setting up and taking down of equipment and any other services. The Music Director should be consulted about any and all audio equipment.
4. **NO TACKS, NAILS, STAPLES WILL BE USED ON ANY WOOD. NO BALLOONS SHALL BE HUNG FROM LIGHTS OR CEILING. Check with the office for other items not allowed.**
5. Reimbursement for any damages to building or for broken items will be required.
6. All groups using facilities should clean and restore the facilities to their original condition, unless other arrangements are made with the custodian.
7. Kitchen rules are prominently posted in the kitchen and should be observed.
8. Weddings will be officiated by the minister(s) of First United Presbyterian Church unless special permission is given by the Pastor and the Session.
9. All fees must be paid before the event.
10. **Non-church groups using facilities will be asked to provide proof of insurance liability coverage for their event(s).**

We agree to abide by the stated rules for the use of any church facilities.

Signature _____ Date _____

____Member or Church Event (check here and facilities needed below)

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	<u>Amt. Due</u>	<u>Date Pd.</u>
Wedding		
____ Wedding Fees (Non-member & Inactive member); Includes Sanctuary, Clergyperson, Musician, Changing Rooms, Custodian, etc.	\$925.00	_____
____ Wedding Fees (Member – includes items above)	\$400.00	_____
____ NON-REFUNDABLE fee to hold date selected; due WITH building use request form and applied to wedding fees from Member & Non-member	\$100.00	_____
____ REFUNDABLE usage fee to cover extra cleaning, damage, etc. from Member & Non-member	\$100.00	_____
____ Soloist (optional)	\$100.00	_____

**All fees paid through the office and due before rehearsal.
(Items not allowed: individual candles, balloons, birdseed, confetti, rice, etc.)
Check with office for other information.**

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Custodian (FEES APPLY TO ALL EVENTS other than weddings)

____ Sanctuary (Non-church related activity)	\$150.00	_____
____ Westminster Hall (Non-church related activity)	\$150.00	_____

**Arrangements MUST be made with custodian ahead of time for all
event times and hall and sanctuary set-ups. Fees due to the office BEFORE events.**

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Building Rental (Non-wedding events)

____ Sanctuary (Non-member, Inactive member or Non-church event)	\$250.00	_____
____ Meeting Room, Library, Classrooms, Nursery (Circle rooms requested)	\$50.00 ea.	_____
____ Westminster Hall (Non-church event)	\$250.00	_____
____ Kitchen (Non-church event; includes \$50 REFUNDABLE USAGE FEE to cover cleaning and/or damage)	\$150.00	_____
____ Insurance liability form		_____

WEDDING CHECK LIST FORM

Wedding of _____

Date _____ Time _____

	To Be Done	Done or Paid
Approved Building Use Form	_____	_____
Non-refundable submission fee (\$100) (applied to fees)	_____	_____
Counseling Session	_____	_____
Refundable usage fee (\$100)	_____	_____
Arrangements with organist or music director	_____	_____
Arrangements with soloist (opt.)	_____	_____
Rehearsal (time, etc.)	_____	_____
Arrangements with custodian		
Candelabra (2)	_____	_____
Hurricanes (10)	_____	_____
Unity candle	_____	_____
Church decoration	_____	_____
Wedding times	_____	_____
Fees (due before rehearsal)	_____	_____

REMARKS _____

Usage fee returned _____