

St. Mark's United Methodist Church
Application for One Time Building Use by an Outside Group

Application Date: _____ Event Date: _____ Event Times: _____
 Setup Date: _____ Setup Times: _____

Group Name: _____ # of Guests: _____

Contact Person(s): _____ Member: _____

Contact Address(s): _____ Phone(s): _____

Room(s) Requested: _____

Room(s) Assigned: _____

Special Set-up: _____ Fee(?): _____

Child Care Needed: _____ Number & Ages: _____ Fee(?): _____

Other Special Needs: _____ Fee(?): _____

<u>Extras</u>	<u>Quantity</u>	<u>Description</u>	<u>Fee</u>
Sanctuary Sound Board:	_____	_____	_____
Garton Sound/Projector:	_____	_____	_____
UMW Catering:	_____	_____	_____
Outside Catering:	_____	_____	_____
Coffee Pot(s):	_____	_____	_____
Other:	_____	_____	_____

I, the applicant, have received the Building Use policy, noting the restrictions regarding the use of nut products, red-colored beverages, tobacco, and alcoholic beverages within the building. I will inform my caterer and other interested parties. _____ Initial

<u>Rentals</u>	<u>Per Day Fee (4-8 hrs)</u>	<u>Half Day Fee (0-3 hrs)</u>	<u>Fee % Per Participants</u>	No charge for Non-profit groups ID# _____	<u>Billing Type</u>	<u>Date Due</u>
Sanctuary (cap 350)	\$250.00	\$125.00	_____			_____
Garton Hall (cap 200)	\$250.00	\$125.00	_____		_____	_____
Room 8 (cap 50)	\$150.00	\$75.00	_____		_____	_____
Classrooms (10-20)	\$75.00	\$37.50	_____		_____	_____
Kitchen Access/Use	\$200.00	\$100.00	_____		_____	_____
Sound Tech (Sanctuary)	\$75.00/hour		_____		_____	_____
Choir Rm (by auth only)	\$75.00	\$37.50	_____		_____	_____
Teen Rm (by auth only)	\$75.00	\$37.50	_____		_____	_____
Library (by auth only)	\$75.00	\$37.50	_____		_____	_____

The applicant agrees to put away any moved tables, chairs, etc., back to their proper location or storage area upon completion of the event and to leave that area in a clean and orderly manner, subject to the approval of Custodial Management. The applicant is legally responsible for any and all damages to the room/facility during their use of the premises. _____ Initial

This application is subject to approval by St. Mark's staff force. Submitted applications are reviewed weekly. _____ Initial

 Signature of Applicate and Date Submitted

 Signature of Church Rep. and Date Approved