

**St. John's United Church of Christ  
Building Use Form and Covenant**

Name or Organization \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Space Needed \_\_\_\_\_

Activity \_\_\_\_\_

# of People \_\_\_\_\_ Director/Leader \_\_\_\_\_

Frequency of Use:

Date \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_

Time Frame: From \_\_\_\_\_ to \_\_\_\_\_

Equipment Needed (Chairs, Tables, etc.) \_\_\_\_\_

Fee Schedule for Building Use:

Sanctuary – Space only for 1 event (Excludes Weddings).....\$125.00

Fellowship Hall/Kitchen.....Members \$125.00

No Kitchen Members \$50.00

Non Members \$175.00

No Kitchen Non Members \$75.00

Custodial Charges: 50 people or less.....\$50.00

51 people or more.....\$75.00

Checks made payable to Sandy May (for Custodial Charges)

Other – Please Specify Request: \_\_\_\_\_

**Covenant of Use**

Considerations:

1. All doors and windows must be closed and locked after each use and the room arrangement restored to it's normal use. Thermostats and lights must be set and turned off as indicated. Damage to the property or equipment must be reported and replaced/repared. Rooms should be cleaned. Each person/organization shall be responsible for accident/liability during the use of the building/equipment.
2. Failure to respect the terms of the Covenant of Use will terminate the usage agreement.

Date of Application \_\_\_\_\_ Signature \_\_\_\_\_

**Fees** – The following fees have been approved by St. John’s United Church of Christ and are in keeping with other churches in the Crown Point area. All fees are payable to St. John’s United Church of Christ (with exception of previously named deposits) at the time of the rehearsal.

When one or both parties are Members of St. John’s United Church of Christ:

CEREMONY ONLY

- A. Pastor \$150.00
- B. Organist \$100.00
- C. Custodian \$100.00

CEREMONY AND RECEPTION

- A. Pastor \$150.00
- B. Organist \$100.00
- C. Custodian \$100.00
- D. Custodian Helper \$ 75.00

When neither party is a member of St. John’s United Church of Christ at the time wedding date selection:

CEREMONY ONLY

- A. Church \$250.00
- B. Pastor \$300.00
- C. Organist\* \$150.00
- D. Custodian \$135.00
- E. Custodian Helper \$100.00
- F. Deposit \$ 50.00

\*There will be an additional charge of \$25.00 if the Organist is to accompany a vocalist.