## Building Use Request Form

**St. John's United Church of Christ**

2018 Building Use Request Form

15370 Olive Blvd.
Chesterfield, Missouri 63017

Phone 636-532-0540

stjohnsucconolive@gmail.com

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**Date of request:**

**Date of Rental from:**

**Time Start:**

**End:**

**Group Name:**

**Notes (ie; T-Th):**

**Person Making Request:**

**Key Number(s):**

**Address:**

**City:**

**State**

**Zip:**

**Email(s):**

**Phone:**

**Alternate:**

**Purpose of Event:**

**Approximate Number Attending**

**If Gym Insured by:**

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**Space Requested**

- Gym ($55/hr)
- Library ($30/hr)
- Choir Room ($30/hr)
- Fellowship Hall ($50/hr)
- Sanctuary ($200/hr)
- Class Room ($30/hr)
- Community Room ($30/hr)
- Other

**Equipment Required**

- Tables
- Piano
- Chairs
- Volleyball Net
- Other

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**Note:** Sponsoring user is responsible for setting up, taking down and cleaning up the facilities. Additional time required for this should be considered when noting above start and end times.

**The scheduling of this event is not final until this form is signed by an authorized representative of St. John’s UCC and any applicable fee has been received.**

**Signature below signifies that user has read and understands the rules and conditions of use and agrees to abide by them. The user agrees to hold harmless and indemnify St. John’s UCC, its members, agents and employees from every claim and demand which may be made by reason of use of St. John’s facilities.**

**Sponsoring Group Authorized Signature:**

**Printed Name:**

**Rental Fee:**

**Total Hours x $**

**Per Hour =**

**Key Deposit:**

**Janitor Deposit:**

**Janitor Fee:**

**Other:**

**Total Fees:**

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If building key is required, there will be a fee of $25, which will be returned when the key is returned. Failure to return the key, damage to the building, equipment not returned to proper storage, or building left unclean will be taken into consideration should person and/or group like to use the facility in the future. Rooms should be left as clean as found. The church reserves the right to require a janitorial clean up after an event. For broken windows or other damage a **minimum fee of $100** for repair will be assessed. The group renting the facility is responsible for keeping the building secure and supervising the group’s entrance into the building.

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**Usage Approved**

**Fees received**

**Check #**

**Date:**

**Cash Amount:**

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