

**REQUEST FOR USE OF
Shepherd of the Hill Presbyterian Church**

P.O. Box 73426 – 8401 112th St. E. – Puyallup, WA 98373
(253) 848-4357 office@sothpres.com

Today's Date: _____

Use requested by: _____ of (organization) _____

Date of use: _____ Time of use: _____ a.m. / p.m. to _____ a.m. / p.m. Expected # of Attendees: _____

For the purpose of _____

I/We request the use of the following rooms and services:

- | | | | |
|--------------------------------|-------------------|-------------------|----------------------|
| _____ Fellowship Hall | _____ Sanctuary | _____ Library | _____ Garage |
| _____ Kitchen | _____ Calvin Room | _____ Parking Lot | |
| _____ Preschool/Education Area | _____ Nursery | _____ Custodian | _____ Refuse Removal |

POLICIES:

1. Participants of the event will confine their use to the rooms checked above and will not wander into other areas of the church. Restrooms are available for use.
2. No alcoholic beverages will be served or consumed on church property.
3. No smoking in the church buildings or within 25 feet of doorways outside the church.
4. For ongoing, regular building use, evidence of liability insurance with minimum total combined liability coverage of \$1,000,000.00 per occurrence, naming SOTH as an additional insured, must be received at the church office prior to the event. For one time building use, this generally not required. However, SOTH reserves the right to require such liability insurance for any building use.
5. Areas /rooms used will be left clean and furniture put back in its original arrangement.
6. Event garbage will be hauled away by participants or a refuse pickup fee will be charged.
7. If the participants are deemed responsible for a security system false alarm, fees imposed by Pierce County will be paid by the participants.
8. The building may not be used by for-profit groups.
9. The Session reserves the right to cancel this use request with 14 days notice and to make changes in dates, fees and times of use requested above to accommodate church functions.

By submitting this request, I understand and accept the above policies and agree to the honorarium that is due two weeks prior to the date of the event. I also understand that I/We are responsible for lost or damaged church property.

CONTACT INFORMATION:

Name: _____

Address: _____

Phone: (_____) _____

Email: _____

Accepted: _____

(Signature AFTER approval/honorarium set)

<p>OFFICE USE ONLY</p> <p>Approved by: _____ (Property & Grounds Chairperson)</p> <p>Total Honorarium: \$ _____</p> <p>Liability insurance required: YES / NO</p> <p>Non-refundable deposit: \$ _____ Paid date: _____</p> <p>Refundable damage deposit: \$ _____ Paid date: _____</p> <p>Day of event contact: _____</p> <p>Phone: (_____) _____</p>
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USE FEES

Shepherd of the Hill Presbyterian Church

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(253) 848-4357 SOTHPresby@aol.com

Notes:

1. Fees outlined here are a **guideline only**. The Board of Session established the proposed fees for each building use request. The Property & Grounds Committee shall determine your total event fee/honorarium.
2. Cleaning required by our custodian is charged at the current hourly pay rate, applied against the refundable deposit. Any damage to the church property needing to be repaired or replaced is also charged against the refundable deposit.
3. Building use for weddings should be coordinated through the pastor, and fees and other information are included in the Wedding Guide that can be obtained through the church website www.sothpres.com or the church office.
4. Use of the sanctuary for musical recitals is \$100 for non-members or waived if the piano is tuned for the event.

USE FEES

ROOMS/ SERVICES	MEMBERS	NON- MEMBERS
Non-refundable Deposit (payable at time of reservation, applied toward total fee)	\$25	\$50
Fellowship Hall	--	\$150
Kitchen	--	\$50
Preschool/ Education Area	--	\$100
Sanctuary	--	\$250
Calvin Room	--	\$25
Library	-	\$50
Nursery	--	\$50
Garage	-	\$75
Parking Lot	-	\$75
Refuse Fee	\$10	\$25

REFUNDABLE DAMAGE/CLEANING DEPOSITS

ROOMS/AREAS	MEMBERS	NON- MEMBERS
Fellowship Hall	\$50	\$100
Kitchen	\$50	\$100
Preschool/ Education Area	\$50	\$100
Sanctuary	\$100	\$200
Calvin Room	\$50	\$100
Library	\$50	\$100
Nursery	\$50	\$100
Garage	\$50	\$100
Parking Lot	\$25	\$50