

RECURRING EVENT

BUILDING USE REQUEST FORM

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: _____

Day(s) of the week/month requested (i.e. first Monday of month; every Tuesday, etc.) _____

Start date of recurring use: ____ / ____ / ____ End date: ____ / ____ / ____ (No more than one year total)

Time of use: _____ a.m. / p.m. to _____ a.m. / p.m.

Approx. Expected # of Attendees Adults: _____ Children under 18: _____

For the purpose of _____

I/We request the use of the following rooms and services: (please see USE FEES for possible cost)

Fellowship Hall Sanctuary/Narthex Kitchen Education Area Upstairs Loft
 Library Calvin Room Nursery Garage Parking Lot
 Refuse Removal Piano Sanctuary Sound System Outdoor Area/Fire Pit

CONTACT INFORMATION:

Name: _____

Address: _____

Phone: (_____) _____ Email: _____

By submitting this request to the church office, I understand and accept the policies outlined in the Facility Use Agreement. _____
(Initials)

Approved by: _____ Accepted: _____
(Property & Grounds Chairperson) (Signature **AFTER** approval/honorarium set)

P&G/OFFICE USE ONLY	
Date Approved: _____	Liability insurance required: YES / NO
Total Honorarium: \$ _____	Honorarium paid date: _____
Non-refundable deposit: \$ _____	Paid date: _____
Refundable damage deposit: \$ _____	Paid date: _____
Key held by member of requesting group? Key #: _____	Name: _____

USE FEES
Shepherd of the Hill Presbyterian Church

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. Additional 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.

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