

**St. John's United Church of Christ**  
**2021 Building Use Request Form**  
**15370 Olive Blvd.**  
**Chesterfield, Missouri 63017**  
**Phone 636-532-0540 stjohnsucconlive@gmail.com**

Date of request: \_\_\_\_\_ Date of Rental from: \_\_\_\_\_ to: \_\_\_\_\_ 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: \_\_\_\_\_

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	_____ Pavilion (donation)

Equipment Required

_____ Tables	_____ Piano	_____ Chairs
_____ Volleyball Net	_____ Other	_____

\*\*\*During off hours please contact us at 636-532-0540 x211 (i.e.; building issues, key not working, etc.)

\*\*\*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.

\*\*\*SJUCC is an environmentally responsible congregation which practices recycling. Please refrain from using styrofoam products on our property. Following your event, please sort and dispose of clean recyclable products in bins outside of kitchen door. Trash receptacles are also available outside.

We appreciate your kind stewardship of our church and grounds

\*\*\*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 =	
	\$25	Key Deposit:	\$25 separate check
	\$50	Janitor Fee:	_____
		Other:	_____
		Total Fees:	_____

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.

Usage Approved		Fees received	\$
		Date:	
			Check #
			Cash Amount: