St. John's United Church of Christ
prayers ▪ promises ▪ possibilities

Rental Request

15370 Olive Blvd Chesterfield MO 63017
636-532-0540
stjohnsucconolive@gmail.com

Request Date: _____ Rental Date: _____ Start Time: _____ End Time: _____

Group Name: _____ Person Making Request: _____

Address: _____Key Number(s): _____

City: _____ State: _____ Zip: _____ Cust. No: _____

Email: _____ Phone: _____

Purpose of Event: _____ Approx. Number Attending: _____

	Rental Space/Item		Hours	Total
	Gym	($100/hr)		
	Fellowship Hall	($75/hr)		
	Community Room	($75/hr)		
	Library	($50/hr)		
	Sanctuary	($250)		
	Choir Room	($50/hr)		
	Pavilion	($50/hr)		
	Kitchen*	($150hr)		
(**A trained Congregational member will be needed to oversee*)				
	Key			

Deposit
$200
$200
$100
$100
$500
$100
$100
$200
$25

Equipment Required	Number
Tables	
Chairs	
Volleyball Net	
Piano	
Other	

Sponsoring user is responsible for **setting up, taking down, and cleaning** up the facilities following event. Additional time required for this should be considered when noting above start and end times. 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 the kitchen door. Trash receptables are also available outside. We appreciate your kind stewardship of our church and grounds.

Signature below signifies that user has read and understands the rental policies and procedures 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 UCC facilities.

If building key is required, there will be a $25 deposit which will be returned when the key is returned. Rental space should be left as clean as found. The church reserves the right to require a **janitorial** clean up after an event and the **$50** will be collected in cash. If there is any damage to the equipment or the facility, 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. There is to be **No Alcohol**. If alcohol is present deposit will be forfeited.

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 fees have been collected.

Sponsoring Group Authorized Signature: _____

Printed Name: _____

St. John's UCC Authorized Signature: _____

Date	Rental Fees Received	Check #	Deposit Received	Check #	Key Deposit Received	Check #	Janitorial Fee Received (Cash)