



St. John United Church of Christ
 PO Box 95
 Maestown, Illinois 62256
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Revised 5/10/2021

Building Usage Form

Please complete the following information. Read the Building Usage Guidelines on the back of this form carefully. One copy will be given to you for your records. Email the Secretary with questions.

Name of Person(s)/Group _____

Person Responsible: _____

Address: _____

Telephone: _____ Expected attendance: _____

Purpose: _____

Date(s) requested: _____

Begin time: _____ End time: _____

	Building / Item to be Used	Members Deposit Fee*	Members Rental Fee	Non-Members Deposit Fee*	Non-Members Rental Fee	Please Make Checks Payable to
<input type="checkbox"/>	Use of Church for Wedding			\$75.00	\$500.00	St. John UCC
<input type="checkbox"/>	Use of Church (other than wedding, baptism, or funeral)	\$75.00	\$75.00	\$75.00	\$100.00	St. John UCC
<input type="checkbox"/>	Fellowship Hall Lower Level (kitchen & dining hall)	\$75.00	\$50.00	\$75.00	\$125.00	St. John UCC
<input type="checkbox"/>	Fellowship Hall (Lower & Upper Level)	\$75.00	\$75.00	\$75.00	\$150.00	St. John UCC
<input type="checkbox"/>	Pastoral Fee for Wedding		\$ Donation		\$300.00	Pastor
<input type="checkbox"/>	Custodial Fee for Wedding		\$75.00		\$150.00	Custodian
<input type="checkbox"/>	Organist Fee for Wedding		\$75.00		\$150.00	Organist
<input type="checkbox"/>	Offsite Table Rental / table		\$5.00		\$10.00	St. John UCC
<input type="checkbox"/>	Offsite Chair Rental / chair		\$1.00		\$2.00	St. John UCC

There are 2 Candelabra Stands available for use upon request.

*Upon inspection, if the facility is cleaned to expectation the \$75.00 deposit check will be destroyed or returned. The Use of the Church Hall for Funeral Luncheons will be a Free-Will Donation for Members & Non-Members.

I have read and understand the Building Usage Guidelines (on reverse side) and will be responsible for my groups conduct and care of the building.

Signature _____ Date _____

Due to Covid-19 Restrictions in Illinois, you will be limited to _____ persons in the Sanctuary at one time.

Check Received _____ Check Number _____ Amount _____ Deposit Returned _____

St. John United Church of Christ

Building Usage Guidelines

Prior to/During Activity

1. Leave the room(s)/building(s) as good as it was or better. Please use the facilities with the highest respect.
2. Do not allow members of your group to wander, run, or play throughout the building(s) unsupervised.
3. Be alert to mud being tracked into the building(s) and also, games and activities that could cause damage to the floors or walls. No roller skates or roller blades.
4. Equipment, file cabinets, furnishings, and supplies belonging to the Church School are not available to groups using the hall, unless consent is given by the Pastor or Church School Superintendent.
5. All dishes and utensils are the property of the Church – they are not to be removed without the permission of the Women’s Fellowship.
6. All tables and chairs are the property of the Church and are not to be removed without the permission of the Church Council President or the Women’s Fellowship President.
7. No smoking in any part of the building(s).
8. No alcoholic beverages are to be used on the premises.
9. No pets allowed in the building(s), except service animals.
10. Facilities are not available when there are Church activities.

Post Activity

1. Clean-up equipment is located in the closet under the stairs.
2. Make sure the floors, tables and chairs are clean.
3. Put furnishings back in the order it was found.
4. Check to see that the stove and oven are turned off.
5. Check the bathrooms: lights, toilets, basins and general condition before leaving the building.
6. Bag trash and garbage and place in dumpster in parking lot outside.
7. Turn A/C up to 80 in the summer and the Heat down to 65 in the winter.
8. Turn off all lights.
9. Lock all of the doors when the last person leaves.