



St. John United Church of Christ
P. O. Box 95
Maeystown, Illinois 62256
Office: 618-458-6940

9-10-2019

Building Usage Form

Please complete the following information. Read the Building Usage Guidelines carefully.

One copy will be given to you for your records. Call the Secretary with questions.

Name of person/group _____

Person Responsible _____

Address _____

Telephone _____ **Expected attendance** _____

Purpose _____

Date(s) requested _____

Begin time _____ **End time** _____

		Members Deposit Fee*	Members Rental Fee	Non- Members Deposit Fee*	Non- Members Rental Fee	Please Make Checks Payable to
	Use of Church for Wedding	\$0.00	\$0.00	\$75.00	\$500.00	St. John UCC
	Use of Church (other than or backup for wedding)	\$75.00	\$75.00	\$75.00	\$100.00	St. John UCC
	Fellowship Hall Lower Level (kitchen & dining hall)	\$75.00	\$50.00	\$75.00	\$125.00	St. John UCC
	Fellowship Hall Lower & Upper Level	\$75.00	\$75.00	\$75.00	\$150.00	St. John UCC
	Pastoral Fee for Wedding	\$0.00	\$ Gift Donation	\$0.00	\$300.00	Pastor
X	Custodial Fee for Wedding	\$0.00	\$75.00	\$0.00	\$150.00	Custodian
	Organist Fee for Wedding	\$0.00	\$75.00	\$0.00	\$150.00	Organist
	Candelabra Rental for Wedding	\$0.00	\$0.00	\$0.00	\$50.00	St. John UCC
	Offsite Table Rental (per table)	\$0.00	\$5.00	\$0.00	\$10.00	St. John UCC
	Offsite Chair Rental (per chair)	\$0.00	\$1.00	\$0.00	\$2.00	St. John UCC

*Upon inspection, if the facility is cleaned to expectation the \$75.00 deposit check will be destroyed.

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 and will be responsible for my groups conduct and care of the building.

Signature _____ **Date** _____