

General Building Usage Agreement Form

SANTA CLARA CHURCH OF CHRIST
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This form **is different** than that of the “Wedding Agreement Form”

- All requests for the use of the building must be submitted on this application form, which will be reviewed and confirmed by the Worship Minister
- A copy of the application will be made available to the applicant for future reference.

Name of Individual or Organization: _____

Contact Person: _____ Phone: _____ today’s Date: _____

Address: _____ City: _____ Zip: _____

Description of the event: _____

Special requests, equipment or instructions: _____

When will the building be in use? (Include set-up or preparation time)

Date	Day	Time	Total Hours

DEPOSIT FEE: a fee of \$25.00 is due at the time of reservation. If the building is left as it was when reserved the fee will be refunded. All other fees are **due two (2) weeks** prior to your event.

Please indicate the areas that will be used. Fees are based on usage; extra fees may be included with other options (i.e. sound technician, videographer, musicians, etc.)

	<input type="checkbox"/> Auditorium* <small>(see Extra Fee options)</small>	<input type="checkbox"/> Classrooms	<input type="checkbox"/> Gym* <small>(see Extra Fee options)</small>	<input type="checkbox"/> Kitchen <small>(dishes, cups, silver-ware, etc.)</small>	<input type="checkbox"/> Fireside Rm.* <small>(see Extra Fee options)</small>
Member & non-member/groups	\$50.00	\$20.00/room	\$30.00	\$30.00	\$25.00

Extra Fee options:

Sound Technician (auditorium only)	\$50.00	<input type="checkbox"/>
Sound Technician (Gym or Fireside Room)	\$60.00	<input type="checkbox"/>
Projection/Computer Technician (auditorium only)	\$50.00	<input type="checkbox"/>
Projection/Computer Technician (Gym or Fireside Room)	\$60.00	<input type="checkbox"/>
Videographer (Auditorium only)	\$50.00	<input type="checkbox"/>
Weekend Assistant (Friday after 5 and Saturday): to open up and lock up building – Fee will be waived if party knows of or can have someone with key & code* to open up before and lock up after event.	\$25.00	<input type="checkbox"/>
Set-Up / Tear-Down: If the party needs someone to help set-up and/or tear-down tables, chairs, etc.	\$25.00	<input type="checkbox"/>

*person with code/key must be the one to open up and lock up the building