

Ames UCC Church Facilities Use Application

Person/Group: _____

Address _____ phone: _____

Contact Person: _____ phone: _____

Email _____ preferred contact by phone/email/text

Date(s) Desired:

_____ (From): _____ AM / PM (To): _____ AM / PM

_____ (From): _____ AM / PM (To): _____ AM / PM

Purpose or Function: _____

Estimated number of persons attending: _____

Facilities Desired (check): Sanctuary Parlor Classrooms Choir Room Fellowship Hall
 Large Kitchen Small Kitchen Other (describe): _____

Special requirements: (Table/chair setup, Lectern, Projection Equipment, etc.)

The applicant agrees to the conditions set forth in the policy and procedures for use of facilities at Ames United Church of Christ and accepts responsibility for any damage to the facilities by the group or the group's guests.

Neither Ames UCC, church staff, nor church volunteers shall accept any responsibility for injury to users of the property or loss/damage of user's property.

Signed Requestor _____ Date _____

Make checks to: **Ames United Church of Christ** Payment due with Application

FOR OFFICE USE ONLY

| | | | | | | |
|--------------------------|-----------------|-----------------|---------------|----|-----------------|---|
| Application Rcvd | <u> </u> | <u> </u> | Deposits | \$ | <u> </u> | |
| requested date available | <u> </u> | <u> </u> | Custodial Fee | \$ | <u> </u> | |
| property approval | <u> </u> | <u> </u> | Honoraria | \$ | <u> </u> | |
| | | | Use Fees | \$ | <u> </u> | <u>Date Rcvd</u> <u> </u> |
| | | | Total | \$ | <u> </u> | <u>by</u> <u> </u> |

Key issued with \$50 deposit date _____ to _____

Copies to: User, Secretary (office), Sexton, Property team leader

Deposits (refunded if building left in good condition and key returned):
\$30.00 per room, for Ames UCC church members or affiliated groups
\$60.00 per room, for all others
\$50.00 key deposit

Custodial Fee: \$25.00 with no table/chair set-up or special service
\$75.00 with table/chair set-up or special service
\$125.00 for weddings without reception
\$200.00 for weddings with reception
\$75.00 for other receptions using kitchen, Fellowship Hall

Honoraria: \$250 Ames UCC minister for non-member weddings
\$200 Wedding coordinator
Ames UCC organist – inquire through Ames UCC office, plan on at least \$250
For other ministers or musicians, arrange fee and payment directly with that person

Use Fees: (Please circle the facilities to be used)

Sanctuary: \$170.00 per event or activity except weddings

Parlor: \$30.00 for first 2 hours plus \$5.00/hr. thereafter

Classrooms: \$30.00 for first 2 hours plus \$5.00/hr. thereafter

Choir room: \$30.00 for first 2 hours plus \$5.00/hr. thereafter

Weddings: Includes use of sanctuary, parlor, choir room, Room 104
Non-Members: \$350 with UCC clergy
\$700 with outside clergy

Fellowship Hall: Groups of 1 to 50 persons; \$55.00 for first 2 hours plus \$5.00/hr. thereafter
Groups of 51 to 100 persons; \$85.00 for first 2 hours plus \$7.50/hr. thereafter
Groups over 100 persons; \$110.00 for first 2 hours plus \$10.00/hr. thereafter

Large Kitchen: \$40.00 for first 2 hours plus \$5.00/hr. thereafter

Small Kitchen: Snack Service \$30.00 for first 2 hours plus \$5.00/hr. thereafter
Full Service not available

Groups using multiple facility areas pay the sum of fees. For example, a group of 50 using the Fellowship Hall and Large Kitchen would pay \$95 for the first 2 hours and \$10 per hour thereafter.

Payment:

Payment of the deposit and all fees should be submitted with the application for use. Deposits will be refunded after the event if the facility is left in good shape and building key returned. No refund will be issued until after the payment check has cleared the bank.

Individuals/groups/activities exempt from rental fees – but not custodial fees:

UCC-Ames Church members or UCC-Ames Church affiliated groups/organizations
Weddings of church members, immediate family, or students who have made Ames UCC their home church
All funerals

Custodial Fee

Custodial fee applies to **all** individuals and groups using the church. Availability of the church custodian is to be negotiated with the church office.

Questions regarding the fees charged should be referred to the Property Team Coordinator.