

St. Peter African Methodist Episcopal Church

Facility and Equipment Request

Today's Date: _____

Person Requesting: _____ Telephone: _____

Mailing Address: _____

Name of Organization: _____

President/Chairperson: _____

Telephone: _____

Event Date:	Start Time:	End Time:
Event Date:	Start Time:	End Time:

Type of Event: _____

Estimated Attendance: _____

Please select facility type and equipment for use (additional fee my apply).			
Sanctuary: Y/N	Fellowship Hall: Y/N	Conference Rm: Y/N	Dancy Hall: Y/N
Stage: Y/N	Choir Room: Y/N	Sound System: Y/N	Kitchen: Y/N
No. of Chairs:	Stove: Y/N	Refrigerator: Y/N	Table Cloths (additional fee, \$2.00 each)
No. of Tables:	Deep Fryer: Y/N	Utensils: Y/N	

Office Use Only

I have read and understand all the rules and guidelines. Applicant's Signature: _____

Pastor's approval of event & date: _____

Rental fee collected: Y/N Amount: \$ _____ Date: _____ Check or Cash: _____

Submittal to Trustee Coordinators: _____ Date: _____

ST. PETER AFRICAN METHODIST EPISCOPAL CHURCH

SCHEDULE OF FACILITY RENTAL FEES AND CHARGES

RULES & GUIDELINES (We reserve the right to deny any group rental/usage)

1. No alcoholic beverages may be served anywhere in the facility without the pastor’s permission
2. All rental fees must be paid in full two weeks prior to the event if not collected with application
3. No food or drinks at any time allowed in the Sanctuary.
4. An approve F/E request form with rental fee is de 30 days prior to the event.
5. All fees are based upon a maximum of 4 hour usage. Additional time will cost \$20 per hour for members and \$30 per hour for non-member secular usage.
6. No refunds of any fees if canceled 24 hours prior to event.
7. The security guard service must be arranged by you and is optional.
8. All couples to be married by the St. Peter Ministerial staff must meet for no less than three sessions of marriage counseling and planning.
9. Clergy persons other than St. Peter’s Pastor that will be officiating or presiding over funerals, weddings, or an event must be approved by Pastor prior to the event.
10. All funerals must be approved by the Pastor.

The church secretary is authorized to collect rental fees, but it is your responsibility to pay all fees due 3 weeks prior to event.

Secular, For-Profit, Social Affairs (Weddings, Parties, Anniversaries, (etc.)		
	Members	Non-Members
Sanctuary	\$175.00	\$275.00
Educational Bldg.	\$175.00	\$275.00
Sanctuary & Educational Bldg.	\$325.00	\$525.00
Sanctuary & Dancy Hall	\$225.00	\$325.00
Dancy Hall	\$75	\$125.00
<i>Kitchen (additional with any of the above)</i>	\$75.00	\$75.00
Church and Non-for-Profit Outreach Organizations		
	Members	Non-Members
Meeting Rooms (Choir or Conference Room)	\$75.00	\$125.00
Dancy Hall	\$75.00	\$125.00
Educational Bldg.	\$75.00	\$125.00
Sanctuary	\$75.00	\$125.00
Sanctuary & Educational Bldg.	\$125.00	\$225.00
<i>Kitchen (additional with any of the above)</i>	\$75.00	\$125.00