

WAUWATOSA PRESBYTERIAN CHURCH BUILDING USE REQUEST FORM

Please complete and return this form to the church office before the second Monday of the month prior to the requested use date for approval by the Buildings & Grounds Committee and Session. If you're unfamiliar with the church building, please tour the facilities prior to filling out this form.

Date of request: _____

Name of requesting organization: _____

Event name: _____ Estimated attendance: _____

Contact person:

Name	Address
Email	Phone

Requested date/time: _____ (from) _____ am/pm (to) _____ am/pm

Requested date/time: _____ (from) _____ am/pm (to) _____ am/pm

Please contact the church office for availability of building use on the requested date(s) and time(s).

What is the nature of your event? _____

Are you planning to serve food/drink? If yes, where? _____

Rooms & services requested and fees:

	<u>Seating</u>	<u>Per Day/Night</u>	<u>Set Up</u>
_____ Sanctuary	350	\$100.00	\$ 25.00
_____ Fellowship Hall	300	\$ 75.00	\$ 50.00
_____ Meeting Room	30	\$ 10.00	\$ 25.00
_____ Calvin	25	\$ 25.00	\$ 25.00
_____ Witherspoon	20	\$ 10.00	\$ 25.00
_____ Knox Hall	50	\$ 25.00	\$ 50.00
_____ Nursery		\$ 10.00	\$ 25.00
_____ Kitchen		\$ 25.00	\$ 25.00
_____ Pipe organ (organist extra)		\$100.00	
_____ Sound system (technician extra)		\$ 50.00	
_____ Overhead projector or Smartboard (technician extra)		\$ 25.00	
_____ CD player		\$ 10.00	
_____ TV/VCR		\$ 15.00	
_____ Key deposit		\$ 25.00	
_____ Child Care		Based on time required	

- ❖ If using Fellowship Hall and Kitchen, a \$100.00 cleaning deposit is required.
- ❖ If use of the church's microphones or projectors is needed, renter is required to pay for the assistance of a WPC technician to operate the equipment. Fee is \$50 per day, payable directly to the technician.
- ❖ Custodial services are provided by the church. Fee is \$100 per day (\$200 if food/drink served), payable directly to the custodian.

Please note:

- **Invoice:** If this request is approved, an invoice will be sent to the contact person or organization. Payment is due 30 days prior to the event.
- **Additional Forms:** Descriptions or diagrams of set up, custodial or AV needs are required by completing *Custodian's Set-Up Form* and *Audio-Visual Request Form* (available online or in church office). Forms must be received in the office 30 days prior to the event.
- **Liability:** Applicant agrees to pay for any damage caused by misuse or negligence to the building, equipment, or any other items belonging to the church. Wauwatosa Presbyterian Church and its members, staff and officers are not liable for damages to property or harm to persons using the building during reserved dates and times.
- **Restrictions:** Smoking and the use of alcoholic beverages is prohibited within the confines of the church building & grounds.
- **Cancellation:** Wauwatosa Presbyterian Church reserves the right to cancel this reservation up to 21 days prior to the date of the event.
- **Further Information:** If you have any questions, please call the church office at 414-774-5005.

Signature of applicant

Session action: ____ Approved
____ Not approved

Date of action _____

For office use only

- ____ Event date verified and added to calendar
- ____ Audio-Visual Form received by office (date) _____
- ____ A-V technician (name) _____
- ____ Custodian Set-Up Form received by office (date) _____
- ____ Cleaning deposit received, if applicable (date) _____
- ____ Invoice sent (date) _____
- ____ Payment/s received (date) _____
- ____ Key checked out (date) _____ to _____
- ____ Deposit refunded, if applicable (date) _____
- ____ Key returned (date) _____