Date Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parkview United Church of Christ

**3737 Bellaire Avenue, White Bear Lake, MN 55110-4995**

**Phone: (651) 429-3346 - www.mnParkviewUCC.org**

# Building Use Request Form & Fee Listing

**Put completed form in the Office Administrators inbox, for processing**

Date of event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours of event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible person\_͟\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group name (if applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Space requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is AV equipment needed? \_\_\_\_\_No \_\_\_\_\_Yes …what kind? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Custodial service for set up and/or take down of furniture may be available for a fee.

Do you expect to need custodial assistance? \_\_\_\_\_No \_\_\_\_\_Yes

If yes, explain need\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** If less than 2 weeks before event or if subsequent changes needed contact Vern Hagel directly to check if it can be done – phone 651.432.7943

**To be completed by Trustee and/or Wedding or Funeral Committee.**

**Building fees:**

Make check payable to Parkview UCC.

|  |  |
| --- | --- |
| Sanctuary |  |
| Fellowship Hall |  |
| Kitchen |  |
| Other (specify) |  |
|  |  |
| Total |  |

**Deposit fees:** (returned if cleanup done)

Make check payable to: Parkview UCC.

|  |  |
| --- | --- |
| Kitchen cleanup deposit |  |

Make check payable to: Vern Hagel.

|  |  |
| --- | --- |
| Custodial deposit |  |

**\*\*Note: Fees are due on, or before, the day of the event.Custodial fee:**

Make check payable to:

|  |  |
| --- | --- |
| Custodian | $75/$150 |

**Organist fee and/or Soloist fees:**

Make check payable to

|  |  |
| --- | --- |
| Organist | $150 |
| Soloist | $100 |

**Videographer fee:**

Make check payable to:

|  |  |
| --- | --- |
| Videographer | $150 |

**Pastoral honorarium:**

Make check payable to:

|  |  |
| --- | --- |
| Pastor | Discretionary |

**Wedding/Funeral Committee fees**:

Make check payable to: Parkview UCC

For luncheon/flowers.

**Church representative signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date check(s) received**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective 9-1-2022 1

# Master List of Building and Staff Use Fees

**(Fees Effective February 2022)**

These fees are guidelines and may be adjusted up or down by the Church Representative depending upon individual circumstance and the exact use anticipated.

### Wedding

(Fees must be turned into the church office by the night of the rehearsal)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Member/Staff** | **Non-member** | Notes |
| Sanctuary/Altar candles | None | $500 | Includes Wedding Committee /Altar candles |
| Fellowship Hall | $50 | $500 | Includes use of coffee maker |
| Kitchen | $50 | $150 | Use of dishes, sanitizer, stove and ovens. |
| Kitchen cleanup deposit | $200 | $250 | Refunded if cleanup is satisfactory |
| Pastor | $150 | $250 |  |
| Organist/Pianist  ***($50 for rehearsal)*** | $225 | $225 | Wedding only (fee includes a 30 min. consultation). |
| Outside organist/pianist (by request) | $50 | $50 | Fee paid to PUCC organist, in addition to charges set by other person  *Note: No charge if PUCC organist is not available.* |
| Videographer | $150 | $150 |  |
| Custodian | $75-$150 | $75-$150 | Higher amount when both Sanctuary and Fellowship Hall used |

### Funeral

### (These fees do not include serving/usage charges, or the expense of food and coffee.)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Member/Staff** | **Non-member** |  |
| Sanctuary | None | $200 |  |
| Fellowship Hall | None | $100 | Includes use of coffee makers |
| Kitchen | None | $100 | At discretion of Funeral Committee |
| Pastor | None | $200 | Honorarium suggested $75 - $150 |
| Videographer | $150 | $150 |  |
| Organist/pianist | $150 | $150 |  |
| Outside organist/pianist (by request) | $50 | $50 | Fee paid to PUCC organist, in addition to charges set by other person. *Note: No charge if PUCC organist is not available* |
| Soloist | $100 | $100 |  |
| Custodian | $75-$150 | $75-$150 | Higher amount when both Sanctuary and Fellowship Hall used |

**Other Building Usage Rental Fees**

**(Fees Effective September 1, 2022 through September 20, 2023)**

(These fees do not include the expense of food and coffee.)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Member/Staff | Non-member | Notes |
| Sanctuary  (e.g. for recital) | No charge | $100 | An individual student recital for non-member could be lower. Larger fee would be for a teacher’s recital. |
| Fellowship Hall | No charge  (do own setup, cleaning, and reset of furniture)  A $75 cleaning fee will be charged if room not returned to original condition | $150 to church +  $75 to custodian  (for setup, cleaning, and reset) | Includes use of coffee makers |
| Kitchen | $25  must do own cleaning of kitchen equipment used  (A $75 cleaning fee will be charged if room not returned to original condition) | $50  must do own cleaning of kitchen equipment used  ($200 deposit check to be returned upon satisfactory cleanup) | Full use of Kitchen |

**Other Guidelines**

1. Fees are to be paid in advance.
2. Deposit checks are made out separately so they can be returned when cleanup is done satisfactorily.
3. **No alcoholic beverages, or smoking, are allowed on church property**.

**Church Functions that may require custodial service at no additional fee:**

**Annual Meeting Celebrations of the Church Special Meetings**

**Christian Ed Family Events Lenten Soup Supper Silent Auction**

**Thanksgiving Feast Variety Show**

Custodial service for these functions requires, a (written) two-week notice. Use this document to submit notice.