

**BUILDING USE FORM**

For use of any rooms in St. Paul United Methodist Church  
1400 G Street  
Woodbridge VA 22191

Any meetings held in St. Paul United Methodist Church  
are required to adhere to facility use policy and the rules listed below:

- 1) NO DRUGS OR ALCOHOLIC BEVERAGES PERMITTED ON THE CHURCH PREMISES
- 2) SMOKING ONLY PERMITTED IN DESIGNATED AREAS
- 3) PROFANITY AND OBSCENE LANGUAGE NOT PERMITTED

Meeting/ Activity/ Event/ Name of Group \_\_\_\_\_

Church Sponsor's Name & Signature \_\_\_\_\_

Date of Meeting/Activity \_\_\_\_\_

Time of Meeting/ Activity \_\_\_\_\_

Number of people \_\_\_\_\_

Reoccurring? Yes No

If Yes: Reoccurrence Pattern:

Daily Weekly or Monthly

The \_\_\_\_\_ (1<sup>st</sup>) \_\_\_\_\_ (Mon.) of every \_\_\_\_ month(s)

End Date: \_\_\_\_\_

Room Requesting \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Special Requests \_\_\_\_\_

Contact Name \_\_\_\_\_

Address Contact for Group \_\_\_\_\_

Street

City

Zip

Phone Contact for Group \_\_\_\_\_

Alt. \_\_\_\_\_

E-mail Contact for Group \_\_\_\_\_

*I agree to follow the Facility Use Policy for the use of St. Paul UMC and understand that my deposit return will be denied if I do not follow this policy for any reason. I will pay the fees prior to my event, and understand that if I do not, my event will be canceled.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Please see other side\*\*\*

## ROOM AND USE FEES

Fees apply to groups meeting at St. Paul United Methodist Church that are not considered ministry related, please check and notate which "category" your group falls under and please plan to pay the appropriate fees for the room you have chosen.

Category A - Ministry Related groups including:

Worship, Committees, Scouts, Preschool, Blood Drives, UMM & UMW meetings, Sunday school, Bible Studies, VOICE, Ministry Team Meetings

A Sub Ministry related but donations requested

AA, Al-Anon, Alateen, Chrysalis, Emmaus, NA, OA

### MINISTRY RELATED SPECIAL EVENT FACILITY FEES

Room	Deposit <i>(required for booking)</i>	Janitor	Room Use
Sanctuary	\$150	\$100	\$50 per hour
Chapel	\$150	\$50	\$25 per hour
Social Hall	\$150	\$250	\$35 per hour
Kitchen (cooking)	\$0	\$100	\$50 per hour
Kitchen (not cooking)	\$0	\$50	\$25 per hour
Day Ahead Set-Up Fee			\$150 flat rate

Category B - Non Ministry Related, but Church Sponsored

Piano recitals (with membership sponsorship), other musical uses to be determined by Music Director and Trustees

### CATEGORY B FACILITY FEES

Room	Deposit <i>(required for booking)</i>	Janitor	Room Use
Sanctuary	\$100	\$100	\$50 per hour
Chapel	\$0	\$50	\$40 per hour
Social Hall	\$100	\$100	\$35 per hour
Kitchen (cooking)	\$0	\$200	\$50 per hour
Kitchen (not cooking)	\$0	\$100	\$25 per hour

Category C - Non Ministry Related & Non church sponsored:

Note: St. Paul does not allow non-ministry sponsored or non-ministry related activities to be booked without special consent from the Pastor and/or Trustees. Fees TBD.

Home Owners Associations, Member sponsored social events (eg. Birthdays),

Non-Member sponsored events - only with Trustee approval (eg. Piano Recitals)

Please Note: Category A will take priority. Deposits are refunded after the date of use. Classroom requests will take group size into account.

\*\*\*All Fees Must Paid Prior to the Event\*\*\*

The Deposit is required for events to be placed on the church calendar.

All fee for the use of the building should be payable to St. Paul UMC.

Cash is also accepted (keep in mind that the office doesn't have change).

Office Use:

Deposit: \_\_\_\_\_ Date Pd. \_\_\_\_\_

Fees: \_\_\_\_\_

Date Fees Paid: \_\_\_\_\_ Initials \_\_\_\_\_