

2009 - 2010 Building Use Request Form

(Note: All events should be considered TENTATIVE because of pending construction schedule.)

Your name: _____ Address: _____

Phone: _____ E-mail: _____ Today's date: _____

Event name: _____ Room Preference: _____

Beginning Time: _____ Ending Time: _____ Estimated number attending _____

Special set up required? yes no (If yes, "Set Up Request" form must be completed - see Note* below)

Our group will meet on the following dates:

September 2009 _____

October 2009 _____

November 2009 _____

December 2009 _____

January 2010 _____

February 2010 _____

March 2010 _____

April 2010 _____

May 2010 _____

June 2010 _____

July 2010 _____

August 2010 _____

Meal? yes no

WHO WILL BE RESPONSIBLE FOR CLEAN-UP (and lock-up of building, if necessary)?

Name: _____ **Phone:** _____

*Note: Special set-ups must be discussed with the Head Custodian well in advance of meeting dates. Occasionally, set-ups need to be completed the day before an event occurs, therefore, set-ups must be approved by the Head Custodian and Office Manager to avoid conflict with another event. Confirmation number will be sent when event is approved.

STAFF USE ONLY:

Date entered into computer: _____ Room assigned: _____ Confirmation # _____

seek, serve and embrace



Questions? Call the church office at 251-9489.
Office FAX #: (317) 726-0959.

Northminster Presbyterian Church 1660 Kessler Boulevard, East Drive, Indianapolis, IN 46220-2799 www.northminster-indy.org

Building use information

A) Any person or “outside” group desiring use of the building shall file a request and/or an application with the church Office Manager in sufficient time to secure a place on the church calendar.

B) If events at NPC are cancelled due to weather or other unforeseen circumstances, then fees will be returned when possible. The church will not be held liable for such closures.

C) The following fee schedule is not for any Northminster related group use.

The purpose of fees is to support the mission of the church. These fees help to pay for employee time used in setting up events, the use of utilities, room cleanup and restroom supplies. Fees should be paid at least one week prior to use of the facilities to the church Financial Secretary. Please review Item #D below for hours of operation.

<u>Room</u>	<u>Whole Day</u>	<u>Half Day or part</u>
Calvin Hall	\$300.00	\$150.00
Calvin Hall Kitchen	75.00	50.00
Sanctuary	250.00	125.00
Knox Room	150.00	75.00
Room 110	50.00	20.00
Choir Room	75.00	50.00
Any classroom	40.00	20.00
Chapel	100.00	50.00
Wedding	See wedding fee schedule.	

Fees for room use:

Mandatory for “Profit” use

Negotiable for “Non-Profit” use

Fees are waived for parishioners, but donations are readily accepted for building use and direct costs, when used for family, etc. type events.

(The Office Manager has the discretion to negotiate or waive fees when appropriate.)

D) During the “school year” the building will typically be open from 8:30 am to 9:00 pm, Monday through Friday. Summer hours may be shorter and rooms may be unavailable due to cleaning and / or maintenance. Groups not vacating on time may be charged additional fees.

- From the *Policy for Use of the Facility*, approved by Session January 19, 2006.