



Sequim Community Church
950 North Fifth Ave., Sequim, Washington 98382
(360) 683-4194, FAX (360) 683-8402

Office Use Only
Calendar check _____
Staff approval _____
Copy to custodian _____
Copy to WMA _____

APPLICATION FOR USE OF CHURCH FACILITY

Date _____ Submitted by _____ Phone _____
Address _____ Local contact _____
SCC Member ___ Guest ___ Non-Profit ___ Tax ID ___

- A. Group/Organization: _____
Topic or Nature of Event: _____
- B. Date(s) of Use: _____
Time of Use: (include set-up & clean-up) _____
Rehearsal Date & Time: (for Weddings) _____
- C. Specific Room(s) desired: _____
- D. Number of people expected to attend: _____

USE AGREEMENT: The session has established the following policy for use of church facilities by all persons or groups.

- A. Smoking and alcoholic beverages are NOT allowed in the church or on church property.
- B. Refuse, including leftover food will be removed and placed in the trash container at the northeast corner of the north parking lot.
- C. Sequim Community Church liability is limited to \$250 for any loss or damages whatsoever, incurred while using the church facility.
- D. Groups or individuals are financially responsible for any damages to church property resulting from misuse of the facility. This especially applies to damage done as a result of improper supervision of participants.

The above USE AGREEMENT is hereby agreed to by the group represented thereby.

Person/Organization: _____
Address: _____ Phone: _____

FEE TOTALS FROM OTHER SIDE:

Building Use Total _____
Equipment Use Total _____
Personnel Total _____

Fees Total _____

Please have fees in the possession of the Church office two days prior to planned usage unless other arrangements have been made.

BUILDING USE FEE SCHEDULE:

<input type="checkbox"/>	Entire Facility	\$	350.00
<input type="checkbox"/>	Sanctuary (includes wedding rehearsal)		175.00
<input type="checkbox"/>	Fellowship Center (F.C.)		300.00
<input type="checkbox"/>	Geneva Hall		125.00
<input type="checkbox"/>	Calvin Room		40.00
<input type="checkbox"/>	Calvin Room and additional classrooms		60.00
<input type="checkbox"/>	Classroom		25.00
<input type="checkbox"/>	Multiple classrooms		40.00
<input type="checkbox"/>	Kitchen, (equipment & dishes included)		50.00
<input type="checkbox"/>	F. C. Kitchen, (equipment & dishes included)		150.00

FELLOWSHIP CENTER EQUIPMENT USE:

<input type="checkbox"/>	Use of Video Equipment	flat fee per event	50.00
<input type="checkbox"/>	Use of Theatrical Lighting	flat fee per event	50.00
<input type="checkbox"/>	Use of Sound Equipment	flat fee per event	50.00

CHURCH PERSONNEL FEES: These fees apply to members and non-members.

<input type="checkbox"/>	Custodian _____	35.00 per hour, @ _____ hrs. =	minimum 35.00
<input type="checkbox"/>	Church Coordinator - required for large functions _____		minimum 75.00
<input type="checkbox"/>	Wedding Coordinator – required for all weddings _____		200.00
<input type="checkbox"/>	Pastor _____		250.00
<input type="checkbox"/>	Nursery Attendant-- required to use our nursery _____		per hour 25.00

SCC Trained Technicians are required when our sound, video or lighting equipment is used. Up to 4 hrs max.

<input type="checkbox"/>	Sound Tech Fellowship Center _____	minimum	70.00
<input type="checkbox"/>	Sound Tech Sanctuary _____	minimum	70.00
<input type="checkbox"/>	Theatrical Lighting Tech _____	minimum	70.00
<input type="checkbox"/>	Video Tech _____	\$35.00 per hour, per person @ _____ hrs. =	

Musicians:

<input type="checkbox"/>	Choir Director	150.00
<input type="checkbox"/>	Pianist/Organist	150.00
<input type="checkbox"/>	Soloist	100.00

Deposit received _____ Check _____ Cash _____ Date _____
Checks made payable to Sequim Community Church.

FOR OFFICE USE: