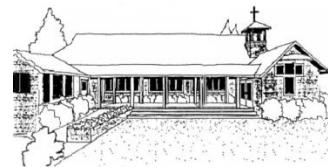


Squamish United Church of Christ  
Facilities Use Request Form



**Contact Information**

Group Name:	Date of Application:
Contact Person:	
Contact Phone:	Alternate Phone:
Address:	City/State/Zip:
Email:	

**Event Details**

Date(s) Requested: \_\_\_\_\_ Time(s) Requested: \_\_\_\_\_

Purpose /Type of Activity: \_\_\_\_\_

- ☐ Private Social Gathering  
☐ Organizational Meeting  
☐ Wedding  
☐ Memorial Service  
☐ Other (describe)

- ☐ Active Church Member  
☐ Non Church Member  
☐ Nonprofit Organization

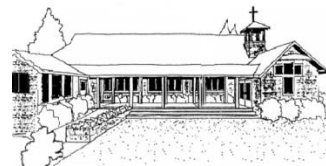
Estimated # of Participants: \_\_\_\_\_

**Rental Worksheet**

Meeting Room(s) Requested:			1 – 3 Hrs	4 – 6 Hrs	6+ Hrs	
<input type="checkbox"/>	Sanctuary	109 Maximum	\$75	\$125	\$150	\$
<input type="checkbox"/>	Stuart Hall/Rainbow Room	10 – 99 people	\$50	\$75	\$100	\$
<input type="checkbox"/>	Stuart Hall/Rainbow Room	110 – 190 people	\$100	\$150	\$175	\$
<input type="checkbox"/>	Harmony Room	12 people max	\$30			\$
<input type="checkbox"/>	Robe Room	12 people max	\$30			\$
<input type="checkbox"/>	Sound Equipment		\$25	\$25		\$
<input type="checkbox"/>	Built-In Sound System	(SUCC tech required)	\$50	\$50		\$
<input type="checkbox"/>	Event Liaison	(Required at church's discretion)	\$50	\$70	\$90	\$
<b>Kitchen Use:</b>						
<input type="checkbox"/>	Kitchen with Dishwasher		\$60			\$
<input type="checkbox"/>	Kitchen without Dishwasher		\$30			\$
*Valid food handler's permit required for kitchen use						
<i>You are responsible for providing your own kitchen help and clean up.</i>						
Subtotal						\$
Church Member Discount (50%)						\$
<b>TOTAL CHECK #1:</b>						\$
Damage Deposit (refundable*)						\$150
Cleaning Deposit (refundable*)						\$50
*Please write Damage/Cleaning deposit as a separate check. We will hold it in a non-interest bearing account and, providing there are no repair or cleaning charges, return it after the event.						
<b>TOTAL CHECK #2 (REFUNDABLE DEPOSIT):</b>						\$200

# Suquamish United Church of Christ

## Facilities Use Request Form



*Please see reverse*

\*All fees and deposits will be due prior to official scheduling and receipt of keys/door codes.

\*All refunds will be made upon inspection and return of keys/disabling of temporary door code.

In the event of unexpected weather which renders holding an event impossible, rental fees will be returned to renter.

Initials: \_\_\_\_\_

Please read and keep for your records the attached Building Use Guidelines.

If you have any question, please contact the church office (360) 598-4434 or [office@suquamishucc.org](mailto:office@suquamishucc.org). Initials: \_\_\_\_\_

Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those renting the facility.

Initials: \_\_\_\_\_

SUCC is not responsible for damage or theft to vehicles or vehicle contents. If you experience damage or theft please make a police report.

Initials: \_\_\_\_\_

+As a charitable nonprofit organization, SUCC is prohibited from intervening in a political campaign for or against any candidate for an elective public office.

***Please only initial the appropriate space in this box.***

The Renting Group is a recognized 501(c)(3) nonprofit organization.

Initials: \_\_\_\_\_

EIN: \_\_\_\_\_

The Renting Group is not a recognized 501(c)(3) nonprofit organization but conducts its activities in a manner that serves the public or charitable purposes, rather than commercial purposes.

Initials: \_\_\_\_\_

The Renting Group is a private party utilizing the facilities for a strictly social event.

Initials: \_\_\_\_\_

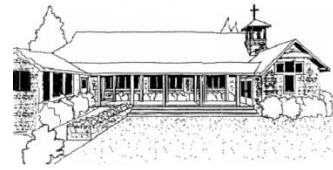
I have read and understand all of the above

Signature: \_\_\_\_\_

Submit completed form and payment to:  
Suquamish United Church of Christ  
18732 Division Ave.  
Suquamish, WA 98392

**Door Code Assigned**

\_\_\_\_\_



## Building Use Guidelines

The Suquamish Church is an Open and Affirming church. We welcome everyone into full participation in church life regardless of race, gender, ability or disability, economic class or sexual orientation. We welcome all groups willing to extend a similar welcome to participants in their functions.

We ask you to observe the following guidelines when using church facilities.

1. Please submit the Facilities Use Request Form to the Office Administrator ahead of time for specific use of the church facilities.
2. A damage deposit and a cleaning deposit are required for all activities. Refunds will be assessed upon inspection of the facility.
3. Please confine your activities to the space you have been assigned.
4. Please wash and put away all dishes used.
5. The dishwasher may not be used except by people trained in its use.
6. If you use any portable heaters, make sure they are unplugged after use.
7. Please return all equipment, chairs, tables, kitchen items, games, etc., to their original and/or correct location.
8. Please sweep and/or vacuum floors and clean all counter tops.
9. Be sure that the stove top and oven are turned off and that coffee pots are turned off.
10. Take out garbage and replace plastic bags in trash cans. (Bags may be found in the drawers to the left side of the sink or under the counter of the center island on the side facing Stuart Hall.)
11. Please confirm that all doors and windows are locked before the last person leaves. (It is suggested that your group appoint one individual to be responsible for this.) Every door should be checked to make sure it is secured. Panic bars use a hex key to lock.
12. Turn out the lights before leaving. Leave one bank of outside lights on breezeway on and lights in front of office on.
13. **No alcohol is to be consumed on the premises. No smoking in the building. Illegal drugs, firearms and/or gambling is prohibited in any area.**
14. The buildings have an automatic alarm system. If you have any late evening or early morning use, please discuss this with the Office Administrator to make sure it won't trigger during use.
15. Contact the church office if you have any questions or special requests (360-598-4434).

We are proud to have this church serve as a community resource. It is your church as well as the congregation's. Please help us keep it maintained and running smoothly.

Thank you,  
Suquamish United Church of Christ