



United Methodist Church
1199 Highland Avenue
Largo, FL 33770

FACILITY USE REQUEST

Glorify God, Grow in Faith, Give in Love

727-584-8165
www.stpaulumc.org

EVENT TIME PARAMETERS

Monday-Friday Latest end time 10:00 pm
 Latest clean up time 11:00 pm
 Saturday Latest end time 10:00 pm
 Latest clean up time 11:00 pm
 Sunday Earliest set up time 1:00 pm
 Earliest start time 2:00 pm
 Latest end time 5:30 pm
 Latest clean up time 6:00 pm

POLICIES

-) Custodians are required during weekend events, for the entire event. They are responsible for unlocking and locking the facilities, removing trash, responding to maintenance emergencies, and mopping the kitchen floor if used.
-) Caterers are subject to approval & insurance.
-) Fee for Kitchen Full Use is required when using the kitchen to cook, prepare and serve food.
-) If St. Paul's Audio and/or Visual equipment is being used, St. Paul's AV Tech must be present. Our AV Tech is required for the entire event, including a half hour before and after the event for setup and teardown.

Please see pg. 2 for room pricing and policies regarding deposit, final payment, submitting your floorplan request and Facility Use Agreement form.

WHEN & WHERE

Date(s) _____
Event Time: Begins _____ **am pm** **Ends** _____ **am pm**
 Set up Time _____ am pm Clean Up Time _____ am pm
 Please select your requested room(s) on the second page.

Will tickets be sold? __ Yes __ No Price _____
 This is a _____ One Time Event _____ Ongoing event

Recurring Pattern:
 ___ Daily ___ Weekly ___ Monthly ___ Yearly
 Recur every week on:
 ___ Su ___ Mo ___ Tu ___ We ___ Th ___ Fr ___ Sa
 Date range of recurrence: _____

CHURCH USE ONLY	
Date Form Received	_____
Approved by	_____
Estimate & Contract Sent	Date _____
Contract/Deposit Received	Date _____
Cert. of Insurance Rec'd	Date _____
Final Payment Received	Date _____
A/V Tech Notified	Date _____

Contact	_____
Organization	_____
Address	_____

Phone	_____
Email	_____

EVENT DETAILS

Event Name _____
 Event Purpose _____
 Food service part of event? ___ Yes ___ No
 Beverage service needed (*the variable rate is based on your estimated attendance and will be included in the cost estimate.*) ___ Yes ___ No
 ___ Providing own food ___ Catered
 Caterer _____
 Contact Name _____
 Phone _____ Email _____

RESOURCES & FEES

- | | |
|---|----------|
| ___ Sound Hookup/ipod | FREE |
| ___ Laptop Hookup | FREE |
| ___ Small Podium | FREE |
| ___ Podium w/Microphone | FREE* |
| ___ Stand Microphone | FREE* |
| ___ Wireless Microphone | FREE* |
| ___ TV | FREE |
| ___ VCR | FREE |
| ___ DVD Player | FREE |
| ___ Sound Cart+ | FREE |
| +For groups to use at the discretion of St. Paul UMC | |
| ___ Easel | FREE |
| ___ Easel w/paper | \$10.00 |
| ___ LCD Projector & Screen | \$150.00 |
| ___ Kitchen Full Use | \$250.00 |
| ___ Kitchen Serving Line Only | \$100.00 |
| ___ Audio Visual Tech Hourly Fee | \$20.00 |
| *See policies section above (2 hour minimum) | |
| ___ Custodian | \$25.00 |
- (Required hourly fee for weekend events.)**

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BANQUET ROOMS AND PRICING

Room Name:	Room Set-Ups and Max Capacity:	Price:
<input type="checkbox"/> LuAnne Willey Fellowship Hall & Stage	Rounds of 8: 400, Theater: 600	\$500.00 for first 5 hrs, \$55 for every hr after
<input type="checkbox"/> Mariposa Café	13 Tables: 52	\$150.00 for first 5 hrs, \$15 for every hr after

CONFERENCE/SPECIALTY ROOMS AND PRICING

Room Name:	Room Set-Ups and Max Capacity:	Price:
<input type="checkbox"/> D-101 (Carpenter's Room)	Theater: 50 or Semr Tables/Square: 26	\$110.00 for first 5 hrs, \$10 for every hr after
<input type="checkbox"/> D-201 (Community Room)	Theater: 100 or Semr Tables/Chrs: 66 or Semr Tables/Square: 30	\$110.00 for first 5 hrs, \$10 for every hr after
<input type="checkbox"/> D-202 (Ignite)	Lounge: 18	\$85.00 for 5 hrs, \$5 for every hr after
<input type="checkbox"/> D-218	Semr Tables/Chrs: 25	\$85.00 for 5 hrs, \$5 for every hr after
<input type="checkbox"/> D-219	Semr Tables/Chrs: 25	\$85.00 for 5 hrs, \$5 for every hr after
<input type="checkbox"/> D-220	Semr Tables/Chrs: 25	\$85.00 for 5 hrs, \$5 for every hr after
<input type="checkbox"/> D-221	Lounge Set-Up:12	\$85.00 for 5 hrs, \$5 for every hr after
<input type="checkbox"/> D-243 (Arts and Crafts Room)	Theater: 130 or Semr Tables/Square: 48	\$110.00 for first 5 hrs, \$10 for every hr after
<input type="checkbox"/> D-248 (Conference Room)	Large Conference Table: 12	\$50.00 for first 5 hrs
<input type="checkbox"/> D-203 (2 nd Floor Conf. Room)	Large Conference Table: 10	\$50.00 for first 5 hrs
<input type="checkbox"/> Youth Room	Theater: 82 and Lounge: 37	\$150.00 for first 5 hrs, \$15 for every hr after
<input type="checkbox"/> Gymnasium	N/A	\$175.00 for first 2 hours, \$75 for hr after
<input type="checkbox"/> Nursery	N/A	\$10.00 per hour

SETUP INFORMATION

Estimated Attendance: _____

Setup Type: (Refer to list above for which rooms allow for theater or round style set-up.)

**Please submit a floorplan with your form, for banquet rooms.*

Classroom Standard Square Horseshoe

Rounds of 6 7 8

Theater Theater with rounds of 8 in back

A DEPOSIT MAY BE REQUIRED

Submission of this Facility Use Request form *does not guarantee* that your booking will be secure. For our banqueting rooms (LuAnne Willey Fellowship Hall and Mariposa Café) a \$100.00 non-refundable deposit is required upon submission of this Facility Use Request form, to secure the date. It is part of the room fee and once paid, it will be reflected in your final bill.

FINAL PAYMENT AND FACILITY USE AGREEMENT

Final payment is due one week before your event, during regular business hours (Monday-Thursday, 8AM-5PM), unless other arrangements have been made. The submission of the *Facility Use Agreement* form is also due two weeks prior to your event. Failure to submit your final payment and agreement form can result in cancellation of your event.

AUDIO/VISUAL & FLOORPLAN DEADLINE

Please submit your desired floorplan and any audio/visual needs no later than two weeks prior to your event, to provide our staff sufficient notice for planning purposes. If your floorplan or A/V needs are submitted after this timeframe we cannot guarantee that our staff can set up or provide any A/V support or setup support.

Rev. 5/11/2016