

## St. Andrew's United Church Williamstown

### Use of Church Facilities

The St. Andrews Sanctuary and Irvine Hall exist for the Ministry of the United Church of Canada in Williamstown and are primarily for the use of St. Andrew's, its Members and Adherents.

Nevertheless, we recognize that ministry often includes the wider community.

When facilities are used for other than "ministry" or used by the community or individual, St. Andrew's will recover its costs. A donation to cover expenses is expected.

Use of St. Andrews facilities for other than congregational purposes will require the user to enter into an agreement.

Sanctuary use must be approved the the Clerk of Session

Irvine Hall use is under the jurisdiction of the Stewards.

## Irvine Hall

All Hall functions not organized by the Congregation are at a cost recovery.

The Hall is alcohol free; the Hall is "No Smoking".

Recommended donation	Heating Season	No Heat
without Kitchen	\$150	\$ 50
with Kitchen	\$175	\$ 75

These amounts do not include set up, take down, clean up or dish washing. The Hall and its contents are to be left in the state it was prior to the event.

(The donation includes use of tables and chairs; use of kitchen facilities and dishes.)

Number of Hall attendees/participants (max. is 100)

### The Sanctuary \*

Recommended donation	Anytime heat is turned on	no heating
	\$400	\$200

There may also be charges for the Minister; Organist and Caretaker as required.

\* The Sanctuary donation amount may be waived for active members or adherents. Participation in the daily life of the congregation is the expected standard for waiving the donation: however, an active members' immediate family will be given consideration. Membership must be active at the date of booking. The list published on page 2 of Annual Reports will be used as a guide.

Application for use of St. Andrew's United Church Williamstown

**Sanctuary**            or            **Irvine Hall**            (Circle)

\_\_\_\_\_  
Type of Activity

\_\_\_\_\_  
Name of Individual or Group

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
email address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Alternate

\_\_\_\_\_  
Date(s) of Event

\_\_\_\_\_  
Single Event

or

\_\_\_\_\_  
Recurring

\_\_\_\_\_  
Weekly/Monthly?

\_\_\_\_\_  
Time of Event: From

To

(please include time to set up, take down and cleanup)

Drop this form off in Irvine Hall in the slot provided at the Bulletin Board or submit it scanned in \*.pdf to [stewards@standrews united.org](mailto:stewards@standrews united.org) .

Once the Application and Date have been accepted, St. Andrew's will require execution of an agreement.

Remember that we are all volunteers and sometimes not readily available, Please allow sufficient time to complete our process. We thank you