

The United Church of Phelps

Building Use Form

Updated March 2023

Type of Event: _____

Requester Name _____

Member / Non-Member

Phone: _____

Date of Event: _____ Start Time: _____ End Time: _____

With Reception after? Yes / No Cookies/Cheese tray only / Luncheon

	General Use Member	General Use Non-Member	Wedding Member	Wedding Non-Member	Funeral Member	Funeral Non-Member
Pastor	--	--	\$300	\$300	\$200	\$200
Building Use	--	\$40	--	\$150	--	\$150
Kitchen (Food Prep)	--	\$40	--	\$40	--	\$40
Kitchen (Food Prep with Stove/Oven)	\$40	\$80	\$40	\$80	\$40	\$80
Custodian	\$75	\$75	\$75	\$75	\$75	\$75
Custodian With Reception	--	--	\$100	\$100	\$100	\$100
Organist or Pianist	--	--	\$150	\$150	\$150	\$150
Organist or Pianist To accompany Soloist	--	--	\$175	\$175	\$175	\$175
AV Tech if needed	\$50	\$50	\$50	\$50	\$50	\$50
Candelabra with Candles	--	--	\$35	\$35	\$35	\$35
Bulletins per 100	--	--	\$25	\$25	\$25	\$25
Refundable Deposit	--	\$50	--	\$50	--	\$50

Fee Total \$ _____ All fees are due payable before or at the start of the event. Checks made payable to The United Church of Phelps.

Refundable Deposit – Please write a separate check. Check # _____

Name and address to return check to if not needed:

Deposit Refunded (after inspection) _____

Requester Signature: _____

Pastor, Secretary or Trustee Signature: _____

Date: _____

Contact Information:

Pastor H. Leigh Holder: 315-548-2772 pastorunitedchurch@ottcmail.com

Church Office: 315-548-2772 unitedchurch@ottcmail.com

Custodian: Frank VanNostrand - 585-354-4126 fmoorisven@hotmail.com