

POLICIES ON THE USE OF THE CHURCH BUILDING
St. Peter's Evangelical United Church of Christ
303 NE Pine Street PO Box 250 Billings, MO 65610
(417) 744-2701

The total facilities of the church building are available to groups and organizations of the congregation, and also for denominational and ecumenical meetings at no charge. Members of the congregation are encouraged to use the church building for weddings, funerals, etc. The educational and fellowship portions of the buildings may be used for wedding receptions, family reunions, anniversaries, etc. as well. Since it is assumed that members of the congregation are generous in the support of the church through their offerings and service, they are accorded free use of church facilities for these purposes.

Non-members of the congregation and non-church groups may use the church facilities upon application to the Church Board. The basic fees for such use are found on the Usage Fees schedule on the bottom of this page. However, when the non-church group is a not-for-profit service organization for children the basic fee is waived.

All groups using the church facilities are encouraged to leave them in a neat and orderly fashion so that the cost of custodial care may be kept to a minimum. There is to be **NO SMOKING** in any of the church, and **NO ALCOHOLIC BEVERAGES** except for use in the service of communion or a toast for weddings or receptions.

Persons desiring to use the church organ are asked to secure specific permissions from the Church Board or Pastor.

Non-members of the congregation and non-church groups are asked to submit a written request or speak to the pastor to present to the Church Board for the use of the facilities, organ, etc. in advance of the regular monthly Church Board meeting.

FACILITIES USAGE FEES

	<u>Members</u>	<u>Non-members</u>
Church Sanctuary	No Charge	\$ 200
Fellowship hall	No Charge	\$ 100
Cleaning deposit	\$ 100	\$ 100
Clergy	---	\$ 200

The deposit is due with the facilities reservation request. Fees are due two weeks prior to the date of the scheduled event.

WEDDING REQUEST FORM
St. Peter's Evangelical United Church of Christ
303 NE Pine Street PO Box 250 Billings, MO 65610
(417) 744-2701

Use of Church Facilities Sanctuary Reception/Fellowship Hall

Contact Person _____ Address _____
 City _____ ST _____ Zip _____ Email _____
 Phone—Home _____ Work _____ Other _____

Day, date and time: Wedding _____ AM PM
 Rehearsal: _____ Hours: _____ to _____
 Reception: _____ Hours: _____ to _____

BRIDE _____ Date of Birth _____

Member of St. Peter's Non-member Church membership _____
 never before married previously married
 children Names and ages _____

GROOM _____ Date of Birth _____

Member of St. Peter's Non-member Church membership _____
 never before married previously married
 children Names and ages _____

I have read and agree to the terms concerning building usage and fees set forth in Policies on the Use of the Church Building, St. Peter's Evangelical United Church of Christ, Billings Missouri.

Signed: _____ Person requesting to use facilities

Please submit this form with \$100 deposit. Please note that the \$200 fee is due two weeks prior to the scheduled date of the wedding. The cleaning deposit is refundable if the facilities are left clean.

 Church Office Use:

Approved by Church Board _____
 Pastor _____

Fees Due	Deposit \$100	Usage Fee \$200
	Received ___/___/___	Received ___/___/___