



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 9:00 pm
Latest clean up time 9:30 pm
Saturday Latest end time 9:00 pm
Latest clean up time 9:30 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 all 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, stage or 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
St Paul does not provide personnel to sell tickets
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 _____
Cell # (while on St Paul Property) _____

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 Hourly Fee	\$25.00

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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	\$750.00 for first 5 hrs, \$80 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 (TNT)	Lounge: 18	\$85.00 for 5 hrs, \$5 for every hr after
<input type="checkbox"/> D-204	Semr Tables/Chrs: 25	\$85.00 for 5 hrs, \$5 for every hr after
<input type="checkbox"/> D-205	Semr Tables/Chrs: 25	\$85.00 for 5 hrs, \$5 for every hr after
<input type="checkbox"/> D-206	Semr Tables/Chrs: 25	\$85.00 for 5 hrs, \$5 for every hr after
<input type="checkbox"/> D-207	Lounge Set-Up:12	\$85.00 for 5 hrs, \$5 for every hr after
<input type="checkbox"/> D-212 (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-211 (Conference Room)	Large Conference Table: 12	\$50.00 for first 5 hrs
<input type="checkbox"/> D-200 (Corner 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 IS REQUIRED

Submission of this Facility Use Request form *does not guarantee* that your booking will be secure. 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.