St. Timothy Lutheran Church

Request to use Church Facilities

**Daily Rates**

(Monthly Rates Available Upon Request)

**Meeting Room**: $10 (Member); $30 (Non-Member)

Holds up to 20 people; includes TV with DVD Player

**Fellowship Hall**: $40 (Member); $50 (Non-Member)

Holds up to 125 People; includes tables, chairs, table covers and

ROKU TV screen for presentations.

**Fellowship Hall & Kitchen**: $50 (Member); $75 (Non-Member)

Holds up to 125 People; includes tables chairs, table covers, the use of non-paper dishes and silverware, commercial dishwasher, range oven, and coffee maker.

**Organization Must Provide: Completed Room Usage Form, check or money order payable to: St. Timothy Lutheran Church and completed checklist immediately following each event.**

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1. Contact Person:

2. Phone Number:

3. Organization:

4. Date of Event:

5. Time of Event:

6: Room Selection:

7. Will you need the TV screen for a presentation?       Yes       No

Route 430, Bemus Point, NY 14712

[sttimothy2015@gmail.com](mailto:sttimothy2015@gmail.com)

[www.sttimothylutheranchurch.com](http://www.sttimothylutheranchurch.com)

716-386-7280

Revised 1/24

BUILDING USE CHECKLIST

(To be filled out and returned to church office following event.)

**Meeting Room**

* Replace table and chairs the way you found them
* If you turned up the thermostat, turn it down to 58 degrees
* Close all windows/lock
* Lock up building

**Fellowship Hall**

* All table and chairs replaced the way you found them.
* All extra chairs used put back onto rack
* All garbage bags and recyclables put into outside receptacles? Ask about this
* Replace bags in trash cans (clean bags in the can on the bottom)
* Put down thermostat to 58 degrees (if used)
* If you used the TV, make sure you’re logged off and replace the remote behind the TV.
* Close all windows/lock
* Turn off all lights
* Lock up building

**Fellowship Hall & Kitchen**

* **All of Fellowship Hall items above**
* Turn of ALL burners on coffee machine
* Check stove to make sure ovens are off.
* Turn off stove vent (if used)
* Any church kitchen items used must be washed and put away
* Lock up building

In lieu of a security deposit, we would ask that you treat our facilities as your own and assume responsibility for any damage that might occur. Please notify the Church Office to report anything broken or damaged.

Enjoy our facilities!

For questions before event – Church Office 386-7280 (Hrs. Tues.9-4/Th 9-noon)

For questions during event - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person filling out checklist - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Table & Chair Placement

Back Wall

Piano

All tables may not be set up as shown. Just replace them the way you found them. Thank you.

Roku TV

Chair Rack

Kitchen Counter