

Saint James Presbyterian Church, (USA)  
820 Ross Avenue ~ Greensboro, NC

**REQUEST FOR USE OF CHURCH FACILITIES**

**(Note: Church scheduled activities will take precedence over non-church scheduled activities.)**

Date of Application \_\_\_\_\_

1. Name of organization \_\_\_\_\_
2. Is this organization **a part of** the Saint James Presbyterian Church? \_\_\_\_\_ Yes \_\_\_\_\_ No  
**\*If no, a certificate of liability insurance is needed before approval is granted.**
3. Name of person making this request \_\_\_\_\_  
Address \_\_\_\_\_  
Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

4. **Area(s) of Church Requested:**

Church Sanctuary

Fellowship Hall:

Room 3 (First Section)

Room 4 (Middle Section)

Room 5 (End Section with Kitchen)

Entire Fellowship Hall

George Simkins Room

Classroom 1 & 2

Wynn Library

The Choir Room

The Nursery (Room 6)

The NYDIA Room (Room 7)

***\*If you cancel your meeting, please notify the Church Office as soon as possible ~ 273-6658***

5. **Exact date** \_\_\_\_\_ **Actual start time of event** \_\_\_\_\_ a.m. / p.m.  
**Setup time** \_\_\_\_\_ a.m. / p.m. **End time** \_\_\_\_\_ a.m. / p.m.
6. Is this a Standing Meeting Request? \_\_\_\_\_  
If Yes, please provide standing meeting date and time. *\*Ex.) Every 3<sup>rd</sup> Tuesday at 2:00 pm*  
\_\_\_\_\_
7. How many tables? \_\_\_\_\_ How many chairs? \_\_\_\_\_ How many people? \_\_\_\_\_
8. What type of event is it? \_\_\_\_\_  
\_\_\_\_\_
9. If this event is a wedding, do you plan to have the rehearsal dinner here? \_\_\_\_\_  
Do you plan to have the reception here? \_\_\_\_\_
10. What preparations are you planning to make? (i.e., setup, decorations, etc.) \_\_\_\_\_  
\_\_\_\_\_
11. Signature of person making request \_\_\_\_\_

*\*All organizations will be held responsible for damage to the property and equipment used.\**

**FOR OFFICE USE ONLY**

**Request:**      **Approved/Disapproved**      **By** \_\_\_\_\_

**REQUEST FOR USE OF CHURCH FACILITY**

**GROUPS USING THE CHURCH AND FELLOWSHIP HALL**

1. Community organizations using the church or Fellowship Hall on a regular basis are expected to make a monetary contribution to the church.
2. All organizations of the church have a scheduled time.

**SECTION I- WEDDINGS**

The fee for weddings, rehearsal dinners and the total use of the church building will be paid in one check to be received in the church office one week prior to the date of the wedding. Full Service Weddings cover the following activities:

- use of the fellowship hall/kitchen
- use of the sanctuary
- custodial service
- sound system operation church monitor.

Members of St. James Presbyterian church have the privilege of receiving any of the options below for the single rate listed.

ST. JAMES PRESBYTERIAN CHURCH-FEES FOR WEDDING		
WEDDING ACTIVITY	FEE- NON MEMBER	FEE- MEMBER
FULL SERVICE WEDDING	\$810.00	\$131.00
WEDDING WITHOUT REHEARSAL DINNER	\$567.00	
WEDDING WITHOUT RECEPTION	\$567.00	
WEDDING WITHOUT RECEPTION and REHEARSAL DINNER	\$567.00	

5. Those who agree to use the facilities for a Wedding understand the following:
  - a. Person(s) in charge of the reception and/or dinner will be responsible for the setup for the occasion.
  - b. The church office is open from **9AM TO 5:30PM** Monday through Friday. In order for your wedding rehearsal and wedding day schedule to be followed WE REQUEST THAT THE DIRECTOR OF YOUR WEDDING CONTACT THE SECRETARY TO SCHEDULE SPECIFIC TIMES TO BE USED IN THE CHURCH FACILITY, IE, FLORIST, CATERER, PHOTOGRAPHER, AND VIDEOGRAPHER.
  - c. Our church custodian will do his work after everything is over.
  - d. Groups using the kitchen will be responsible to clean it to the condition that they found it.
  - e. Parties must pay and additional fee listed below for use of Classrooms 1&2, Nursery, and NYDIA Room.

SECTION II- Non-Church Events- Payment to be received in the church office one week prior to the date of the event.

FACILITY SPACE	FEE
SANCTUARY AND FELLOWSHIP HALL	\$110
FELLOWSHIP HALL ONLY	\$54
SANCTUARY ONLY	\$54
CHURCH MONITOR IN ANY SPACE LISTED ABOVE	\$110
CLASSROOMS 1&2, NURSERY, NYDIA ROOM	\$54

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**Session**

- Approval of Fees**
- Waive Fees**