

Keep a copy for your records and RETURN one signed copy to:



McClure United Church  
4025 Taylor Street East  
Saskatoon SK S7H 5N7  
Phone: 306-373-1753  
Fax: 306-373-3450

**REQUEST FOR USE OF CHURCH FACILITIES**  
**Please note: The Sanctuary cannot be rented on Saturdays**

Organization: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Are you a Registered Charity? YES NO Charitable #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address for billing (complete with postal code please):  
\_\_\_\_\_

Date of Use: \_\_\_\_\_ Approximate number of participants \_\_\_\_\_

Activity: \_\_\_\_\_

**Room(s) Requested** (please circle): Sanctuary Multi-Purpose Dining Room

Servery Craft Room Library Kitchenette Music Room Youth Lounge Upper Room

**Time in:** Doors to be opened at \_\_\_\_\_ (not before 7:45 am, include set up time)

Time event begins \_\_\_\_\_

**Time out:** \_\_\_\_\_ (no later than 10:00 pm, weekdays) – (Saturday/Sunday 8:30pm)

**Equipment Required:**

Number of tables: round 5' \_\_\_\_\_ rectangular: 4' \_\_\_\_\_ 6' \_\_\_\_\_ 8' \_\_\_\_\_

Number of Chairs: \_\_\_\_\_

Rooms are to be left in the same condition as when you arrived. You are not responsible for stacking chairs or folding tables but you are responsible for clearing any garbage and disposing of it in the containers provided.

McClure United Church shall not be responsible in any way for any damage or injury to any person, including death, any loss, or damage to any property belonging to the users of the Church during any scheduled function. Any organization causing loss or damage of church property will be held responsible for repair or replacement and may be denied future use of the facilities. ***The consumption of drugs/alcohol and/or smoking is prohibited.*** The church reserves the right to reschedule any booking with 36 hours notice should the church require the space for the needs of the congregation (i.e., funerals).

*Approved June 15, 2010  
Revised September 1, 2014*

**McClure United Church requests that you abide by provincial legislation which indicates that smoking is not permitted within 3 meters of any door, window or air intake and that all smokers dispose of their butts in an acceptable manner not leaving them to litter the sidewalk, grounds and parking lot.**

**Contract Fee**

Deposit required: \$50.00 or payment in full

Estimated Fee : \_\_\_\_\_

Please see the *Tips to Remember* sheet attached.

**Keep one copy of this agreement for your records and return one signed copy.**

\_\_\_\_\_  
Person responsible and Guarantee for payment in full

\_\_\_\_\_  
On behalf of McClure United Church

Date: \_\_\_\_\_ 20\_\_\_\_

Date: \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
\$50 Deposit Received: \_\_\_\_\_ Chq# \_\_\_\_\_ CASH

Actual Fee: \_\_\_\_\_ (more attendance/extra hours) Donation: \_\_\_\_\_

Payment Received: \_\_\_\_\_ Chq# \_\_\_\_\_ CASH

Amount be invoiced: \_\_\_\_\_