

TIPS TO REMEMBER

when using space at McClure United Church
4025 Taylor Street East, Saskatoon SK S7H 5N7
Welcome to McClure United Church!

1. **Bookings:** A “Request for Use of Church Facilities” form must be completed through the McClure United Church office (373-1753) for all events.
2. **Space:**
 - Please use only the space that you have booked.
 - Please use only the time booked.
 - Children must be supervised at all times and not allowed the run of the building.
 - The caretakers will be responsible for setting up for your event.
 - You are responsible for leaving the space as you found it. A clean up charge of \$50.00 may apply if facility is not left in a clean and orderly condition.
 - The Sanctuary is unavailable Saturday afternoons past 4:00 pm
 - Saturday events scheduled in other rooms for later than 7:30 pm may require an extra caretaking honorarium of \$50.00 if the caretaker needs to bring in a staff member to work after regular hours.
 - Space may not be booked for children’s birthday parties.
3. **Time:** Space may be booked until 10:00 pm except for Saturdays (see above)
4. **Coffee:**
 - 12 cup, 30 cup, 55 cup and 100 cup urns are available
 - You will be shown the coffee-making facility closest to the space you have requested.
5. **Kitchen:**
 - No private groups or outside catering businesses are permitted to use the main kitchen other than approved McClure Food Services personnel.
6. **The ‘Servery’** (connected to the commercial kitchen):
 - There is no charge for the use of the ‘servery’ (off the main kitchen) for simple food service.
7. **The sound system and microphone jacks in the sanctuary** become active by turning the on/off switch at the back of the sanctuary (check with office or caretakers for assistance).
 - If a tape recorder or CD player is required, please bring your own.**The sound system in the Multi Purpose Room** is located in the double oak door cupboard.
9. **Washrooms** are located off the hallway to left of the front door and beside the church offices.
10. **Telephone:** Local telephone calls may be made on the telephone located off the hallway directly behind the sanctuary across from the washrooms. A phone book can be found in the drawer.

We thank you for respecting our facility. If you booked well in advance, it is wise to check-in with the church office again prior to the event (373-1753 Monday-Friday 9:00-noon and 1:00-4:30 pm)

Caretaking staff is available to be of assistance the day of the event – contact 222-7645.