

## Steps to Facility Use Scheduling

1. Fill out the Appendix A - Room Use Agreement form and the Appendix B - Release and Indemnity form. The forms are included in the detailed policy or you may obtain them from the church office or at our website: <http://stpaulsestevan.ca>. Please provide adequate lead time before the event(s) so we can better serve you.
2. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
3. Return the completed forms to the Office Administrator who will evaluate your request and notify you if it is approved or not approved.



August, 2020

# ST. PAUL'S UNITED CHURCH



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# SHARING GOD'S ABUNDANCE



This pamphlet is designed to provide summary information regarding the use of the facilities of St. Paul's United Church, Estevan, Saskatchewan





St. Paul's Sanctuary was dedicated on May 2, 1982.

We at St. Paul's United Church are pleased to be able to offer space for your group's event, whether it's just one time or for an on-going basis. We consider it part of our mission to be in touch with our community and our neighbours in the city. Thank you for letting us share in what you are doing.



Detailed information around the use of St. Paul's facilities can be found within the policy entitled "Use of St. Paul's Facilities" available in the office or on our website at [www.stpaulsestevan.ca](http://www.stpaulsestevan.ca).



For your safety and others, an AED (Automatic External Defibrillator) and Epipen are located in the Narthex of the church.



## USE OF FACILITIES

As you likely know, St. Paul's is a non-profit organization that relies on offerings and donations from members and the community at large in order to sustain its ministry. We believe this money supports a worthwhile cause. Our church family is committed to supporting senior citizens in our community, especially those who are isolated. We strive to teach our children how to live with grace and compassion in the world. Our ministry team provides pastoral care and visitation for those who are grieving. Our Warm Welcome ministry provides shelter during the coldest months of the year for those who would otherwise be sleeping outside in the city.

We are grateful for a church building that makes all of the above and much more possible, as well as providing space for groups like yours. However, our building requires upkeep and maintenance as well as staff in order to keep providing these services. As such, we ask you to consider the suggested fees to St. Paul's to help us offset some of our costs.

### <sup>1</sup> SUGGESTED FEES

RESOURCE	Day	<sup>5</sup> Partial Day	Hourly
Auditorium	225.00	150.00	40.00
Classroom	100.00	75.00	20.00
<sup>2</sup> Sanctuary	300.00	150.00	50.00
Lounge	100.00	75.00	20.00
Data Projector	75.00	45.00	20.00
<sup>3</sup> Grand Piano	125.00	65.00	20.00
RESOURCE	Day	<sup>5</sup> Partial Day	Hourly
Basic Kitchen	100.00	60.00	15.00
<sup>4</sup> Basic <sup>Plus</sup> Kitchen	125.00	75.00	20.00
Cooking Kitchen	150.00	90.00	25.00
<sup>4</sup> Cooking <sup>Plus</sup> Kitchen	200.00	120.00	30.00

- Apply Partial-day rates for weddings and funerals.
- Day - 12 hours between 8:00 am and 9:00 pm
- Partial Day - up to 5 hours between 8:00 am and 9:00 pm

<sup>1</sup> Not receiptable for charitable purposes under the guidelines of Canada Revenue Agency

<sup>2</sup> Does not include use of Grand Piano.

<sup>3</sup> See Grand Piano Policy for more detail.

<sup>4</sup> Includes use of the dishwasher.

<sup>5</sup> Up to 5 hours between 8:00 am and 9:00 pm.

See "Use of Facilities" policy for complete information.