

Hamline Church United Methodist
INTERNAL FACILITY RESERVATION FORM
Hamline Church Tenants

GENERAL INFORMATION:

This form is for internal users of our spaces, specifically members for meetings and events directly related to Hamline’s ministry, and existing tenants for their organizational purposes. Hamline Church members wanting to reserve space for a personal purpose not directly related to Hamline’s ministry, or for our existing tenants, fees may apply. Also, please refer to your lease for any applicable clauses.

If you are specifically interested in booking the church for a wedding, please contact Phaedre Sanders, Hamline Wedding Coordinator, at 651-323-1459 or at weddingcoordinator@hamlinechurch.org.

If you are specifically interested in renting the bread oven, please request and fill out the bread oven form (also available on our website). For further inquiries, please call the church office at 651-645-0667 and ask for our facilities director.

Important building use policies to know before submitting this form:

- No alcohol may be sold or consumed on our premises. Generally, no food or drink is allowed in the sanctuary.
- Our facility bans all weapons.
- Regular rental hours are: Monday through Friday 9 am – 4 pm and Monday through Thursday 5:30 – 9 pm. Sunday afternoon between 1:00 – 4 pm there has limited availability of some spaces. Events outside of these hours will require additional review and approval.
- If your event will require table set-up/take-down, or food/drink will be served, and you wish to clean up after yourselves, please indicate that in the cleaning fee line item below.

Event Title (could be used for promotional purposes): _____

Event Purpose: _____

Event Sponsor: _____ Hamline Church Member Tenant:

Contact Name (Event Manager): _____ Contact Phone: _____ Contact Email: _____

Event Date: _____ Start/End Times: _____ AM or PM to _____ AM PM

Set-up time needed prior: _____ hrs Will food or drink be served? Yes No # of attendees _____

Access Options:

Please unlock the south entry door from: _____ AM or PM to _____ AM PM for this event.
 (Best for larger events or those involving the general public.)

Please issue me a temporary key code and I will arrange a greeter to admit other event participants.

I already have a key code or fob (reminder: keycodes and fobs are not to be shared with others).

Rooms and Rental Rates (Mark the room you want in the first column with an “X”.)

Room Wanted	Room	Capacity	Room Wanted	Room	Capacity
<input type="checkbox"/>	Sanctuary	800 Full 550 (sightlines)	<input type="checkbox"/>	Classroom 7	25
<input type="checkbox"/>	Community Room	200	<input type="checkbox"/>	Classroom 6	15
<input type="checkbox"/>	Kitchen	NA	<input type="checkbox"/>	Classroom 10 (Art Room)	20
<input type="checkbox"/>	Greenway	75	<input type="checkbox"/>	Green Room	15
<input type="checkbox"/>	Classroom 8 (Frolic Room)	15	<input type="checkbox"/>	Parlor	60

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(Note: fees that may normally apply may be waived in cases where there is minimal logistical impacts on staff or space, there is a missional affinity with Hamline and your event, or there exists a past historical partnership/space use and how that experience went. Please refer to our Building Policies and Procedures for more information.)

Fee Applies	Fee Type	Rate	Note
<input type="checkbox"/>	Site Monitor	\$25 per hour	Required for all rentals where the public will attend or you cannot provide someone to admit attendees.
<input type="checkbox"/>	Audio/Visual Tech	\$50 per hour	If you are using our A/V equipment and/or need help with setting up or using mics, speakers, projectors or lighting.
<input type="checkbox"/>	Custodian Services (Setup & Cleanup)	\$75 - \$200	Rate dependent on event size, rooms used, whether food or drink is being served, and timing of event in terms of when custodian will need to clean in consideration of their normal business hours, and other events or activities that may precede or follow your event.
<input type="checkbox"/>	Setup/Cleaning	\$40 (refundable)	We will both set up and clean up ourselves. Please provide us a check-off list of responsibilities that we commit to fulfilling. Fee will be refunded if space is left in good order, or applied to have our custodian come in and clean up. We understand if custodial fees exceed this amount, we will be billed for and will pay the remainder.

ROOM SET-UP CONFIGURATION DESIRED

For the community room and parlor, you can choose a table and chair configuration that best suits your needs. Round tables seat nine and long tables seat eight.

Parlor: Limit 8 tables Community Room: Limit 20 tables

Configuration desired (place the number of tables in the blank by your choice(s) below. The number of chairs will directly follow the number of table capacity or, if no tables, expected attendees plus 10%.

_____ Banquet Style (distributed)

_____ Classroom Style without tables (chairs in rows or U-shape, depending on the number)

_____ Classroom Style with tables

Long tables in a "U" shape (one open side) OR closed square/rectangular shape

_____ 6' tables for food or item displays (will be placed to side – please move to your desired location)

Please set up also: podium lectern mic # of add'l mics projector # Easels

Below, please give us any further information you consider important to the evaluation of the purpose or the logistical arrangements needed for this event that are not indicated above:

Acknowledgement: By signing below, I understand and agree to all the terms, conditions and fees regarding rental of Hamline Church space and Hamline's building use policy.

Signature

Type Name

Date

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FOR OFFICE USE ONLY

Custodian Name:	Fees Charged	Amount	PAID or BILL
Time Billed:	1. Room Rental	\$	<input type="checkbox"/> Pd <input type="checkbox"/> Bill
Send Check to:	2.	\$	<input type="checkbox"/> Pd <input type="checkbox"/> Bill
HCUM Staff	3.	\$	<input type="checkbox"/> Pd <input type="checkbox"/> Bill
Date Signed Off:	4.	\$	<input type="checkbox"/> Pd <input type="checkbox"/> Bill