

**Application for use of Historic St. Andrew Church Facility
1004 Chestnut Avenue**

Use of the Historic St. Andrew Church building by others may be approved by the pastor and committee upon completion of this application. The pastor and committee reserve the right to evaluate the application and proposed use, and to approve or deny use. Eligible event uses may include, but not be limited to, those noted here.

Available amenities - Sanctuary seats up to 80 people. Additional folding chairs are located in the hall closet. A bride's room is located immediately to the left of the entrance, and a family room to the right. Restrooms, kitchen and small fellowship hall are located behind the sanctuary.

The St. Andrews Civic Club is across 10th Street, and can accommodate about 100 people seated at tables and chairs. For more information about the Civic Club facility and rates, call 872-1180.

Oaks by the Bay Park is located on the other corner across 10th Street. For more information about the use of the park, call the City of Panama City Leisure Services Department at 872-3199.

Weddings - May be held in building or on the grounds. Furniture, equipment, and pews are not to be moved. Use of "bubbles" is not allowed. The building must be cleaned by Saturday evening in order to be prepared for church services on Sunday morning. The user is responsible for cleaning. If the pastor of Historic St. Andrew Church is not the one who conducts the wedding, he must approve the person who does.

Fees - **\$300** for use of the facility, and a \$200 cleaning/reservation deposit that may be refunded in whole or in part based on a rate of \$25 per hour for HSAC staff cleaning and restoring the facility to the condition it was before the event. The deposit will be automatically retained by HSAC if any furniture is moved or any other stipulations of this agreement are not followed by the applicant.

\$200 for use by a parent or one of the wedding couple who is military, plus \$200 deposit

No charge if the parent or one of the wedding couple is a member of Historic St. Andrew Church

Fees do not include any pastoral fees. It is customary to provide an honorarium to the pastor conducting a service (wedding, funeral, etc) & that is the direct responsibility of the applicant.

Other uses may be approved and fee set based on the type use and/or person/organization requesting use

Nonprofit organizations may be approved to use the facility at no charge, or for a donation relative to a fund-raising event

Applicant: _____

Address: _____

Phone: _____

Organization: _____

Event: _____

Event date: _____ **Event Time:** _____

Amenities/equipment/Rooms to be used (be specific): _____

Release and Signature Page – Must be signed

Liability is the responsibility of the applicant. Historic St. Andrew Church, its agents, and subcontractors assume no risk and by acceptance of the agreement, the applicant expressly releases Historic St. Andrew Church, and its agents, and subcontractors of and from any and all liability for damage, injury, and loss to any person or goods which may arise from the use and occupation of said property by the applicant, and agrees to hold and save Historic St. Andrew Church, its agents and any of its subcontractors harmless of any and all loss or damage thereof. Historic St. Andrew Church is hereby released and discharged of any and all liability from loss, injury, or damage to persons or property that may be sustained during the applicant’s use of said property.

I have read and understand the foregoing, and I agree to conform to the regulations contained herein.

Signature of user: _____

Date: _____

Do not write below this line

Approved: _____

Deposit rcvd: _____

Date: _____

Rental fee rcvd: _____

Date: _____

Deposit returned: _____

Date: _____

If not full amount returned, reason for retaining: _____
