

# **Schedule for Short Term Use of Calvary United Church's Services and Facilities**

Calvary United Church  
114-25th Street East, Prince Albert, SK, S6V 1S5  
(306) 763-8695  
calvaryunited@sasktel.net  
www.calvaryunitedpa.ca

## **A. USE OF SANCTUARY**

1. Calvary congregation shall have priority for use of the church sanctuary for its regular activities: i.e., worship services, choir rehearsals and concerts, Sunday school concerts, etc.
2. Weddings and funerals which are to be conducted by Calvary's Order of Ministry shall be arranged through consultation with the Order of Ministry.
3. Requests for funerals from other groups or individuals shall be dealt with by the church secretary in consultation with Calvary's Order of Ministry.
4. Outside groups or individuals, previously approved by the Church Council, who wish to use the church sanctuary for music purposes shall book in advance with the church office.
5. All other groups or individuals who wish to use the church sanctuary shall submit their request in writing to the Church Council for approval.

## **B. USE OF CHURCH HALL, MEETING ROOMS**

1. Calvary congregation shall have priority for the use of the church halls and meeting rooms for its regular activities.
2. Outside groups or individuals, previously approved by the Church Council, who wish to use the church halls or meeting rooms shall book in advance with the church office.
3. Outside groups or individuals who wish to use the church halls or meeting rooms shall submit their request in writing to the Church Council for approval.
4. Participating members of Calvary congregation who wish to use the church halls or meeting rooms for teas, anniversaries, or birthdays shall book in advance with the church office.

## **C. USE OF CHURCH KITCHEN AND KITCHEN EQUIPMENT**

1. Calvary congregation shall have priority for the use of the kitchen for its regular activities.

2. All other groups or individuals who wish to use the kitchen or equipment shall submit their request to the U.C.W. Catering Convenor for approval, Shirley Stobbs at 764-4335.

3. Kitchen equipment shall not be removed from the church building for other than church sponsored functions.

## **D. USE OF CHURCH EQUIPMENT**

1. Use of church equipment, with the exception of the kitchen equipment, by other than church members and staff shall not be permitted unless approval given by church staff. (i.e., television, DVD/VCR, projector, screen, laptop, copier, etc.)

2. Church equipment shall not be removed from the church building for other than church sponsored functions . Arrangements are to be made through the church office.

# CALVARY UNITED CHURCH

## Fee Schedule for Services and Facilities

Please fill out all that apply

### CONTACT INFORMATION:

Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_

### A. CHURCH SANCTUARY: Weddings, Funerals, Special Events

Order of Ministry Honoraria	\$200	
Organist	\$100	
Sanctuary* <small>Sanctuary: 300 capacity Balcony: 125 capacity</small>	\$300	
Caretakers**	\$50	
Kitchen***	\$50	
Sound Technician	\$75	
<b>TOTAL A1</b>		

\*The use of the Upper Hall is included in the Sanctuary fee above

\*\*Please make the Caretaker fee payable to Andy & Randy Bremner

\*\*\*Please make the Kitchen fee payable to Calvary UCW

UCW Catering Price List	Amount		# of People
Corkage: Tea, Coffee, Juice, and Service	\$2.50 p/plate	x	
Corkage plus Dainties	\$5.00 p/p	x	
Corkage, Fruit Bread, and Cheese	\$6.00 p/p	x	
Buns, Fillings, Cheese, and Fruit	\$7.00 p/p	x	
Buns, Fillings, Cheese, and Dainties	\$7.00 p/p	x	
Buns, Fillings, Cheese, Pickles, and Cakes	\$7.00 p/p	x	
Soup, Sandwiches, and Dessert	\$7.50 p/p	x	
Buns, Meat/Fillings, Cheese, Pickles, Veggies OR Fruit, and Cakes	\$8.00 p/p	x	
Casserole Meals	\$9.00 p/p	x	
Buns, Meat/Fillings, Cheese, Pickles, Veggies, Fruit, Cakes/Dainties	\$10.00 p/p	x	
*All of the above plate options include Corkage.	<b>TOTAL A2</b>		

### B. CHURCH SANCTUARY, All Other Uses

P.A.R.M.T.A Music Recital	NO CHARGE	
Others - Music Recitals	\$30 per recital	
Royal Conservatory Exams	\$75 per day	
Music Festival	\$400 per week	
All Other Uses	\$200 plus caretaker fee*	
Damage Deposit	\$100 - where applicable	
<b>TOTAL B</b>		

\*\$50 caretaker fee payable to Andy & Randy Bremner

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