

***Request for Use of Facilities***

USER GROUP: Church Group \_\_\_\_\_ Personal Use \_\_\_\_\_ GROUP DESIGNATION: Non-Profit \_\_\_\_\_ For Profit \_\_\_\_\_

GROUP NAME: \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_ PHONE# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

REQUESTED TIME OF USE: From \_\_\_\_:\_\_\_\_ AM/PM To \_\_\_\_:\_\_\_\_ AM/PM

TIME OF EVENT: From \_\_\_\_:\_\_\_\_ AM/PM To \_\_\_\_:\_\_\_\_ AM/PM

**Note: A function must be concluded by 11:00 p.m., including clean-up.**

# EXPECTED: \_\_\_\_\_ # OF TABLES: \_\_\_\_\_ # OF CHAIRS \_\_\_\_\_

REQUESTED FACILITIES: Large Parish Hall \_\_\_\_\_ Small Parish Hall \_\_\_\_\_ Kitchen \_\_\_\_\_ Stage \_\_\_\_\_

Education Wing Classroom(s) \_\_\_\_\_ Church \_\_\_\_\_ Nursery \_\_\_\_\_

Sound System \_\_\_\_\_ Other \_\_\_\_\_

- NOTES:
1. ***Kitchen use requires kitchen orientation prior to event.*** Contact the office at 722-2567 to make the necessary arrangements.
  2. Use of nursery requires two (2) nursery attendants at a cost of \$18.00 per hour for all but church groups. Contact Kristi Bell, Nursery Coordinator at kbell0422@gmail.com to make necessary arrangements.
  3. Facility Use Fee: \$750. Additional charges: \$100 for use of kitchen. \$100 Security Deposit (refundable upon inspection of the facility). \$75 for on-site Sexton required for evening and weekend functions. **The deadline for the payment of total fees is one week prior to the date of the scheduled event. Checks are payable to: St. John's Episcopal Church or for Sexton Fee, Calvin Slade.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(Signature indicates agreement to the contribution/fees and guidelines attached to this document)

CHURCH APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Facility Use Fee \_\_\_\_\_ Sexton Fee \_\_\_\_\_ Kitchen Fee \_\_\_\_\_ Nursery Fee \_\_\_\_\_ Security Deposit \_\_\_\_\_

Total Fee (Excluding Security Deposit) \_\_\_\_\_ ***(Please write a separate check for the Security deposit and Sexton Fee)***