

Building Use Request Form

Today's Date: _____

All groups wishing to use the facilities at St. Paul's must complete a Building Use Request Form. Forms may be submitted by email, mail, or in person. Facilities must be scheduled through Megan Downey, (megan@stpaulsfay.org or 442-7373 ext. 812). Please note that submission of request does not guarantee we can meet your needs. Upon receiving your request, St. Paul's staff will determine availability based on calendar events, usage needs, and Parish priorities. We will make every attempt to respond to your request within two weeks.

Return your completed form in person at 224 N. East Ave or scan and email to megan@stpaulsfay.org.

St. Paul's Episcopal Church is pleased to offer our facilities to 501(c)(3) non-profit organizations, 12-step groups, and Parish members. **Please check the box below that best represents your group:**

501(c)(3) Non-profit 12-step Parishioner

YOUR EVENT

Name of Event: _____

Group or Organization Name: _____

Date of Event: _____ Event Start Time & End Time: _____

Brief Description of Event: _____
_____Has your group met at St. Paul's before? No Yes Details: _____

Expected # of Attendees: _____

Is this a recurring event? No Yes If Yes: Weekly Monthly Other: _____

CONTACT INFORMATION

Contact Name: _____ Position: _____

Email: _____ Phone Number: _____

ROOM REQUESTED

Full Parish Hall
Sunday - Thursday: \$300 • Friday - Saturday: \$450

North Parish Hall
Sunday - Thursday: \$200 • Friday - Saturday: \$350

Early Set-Up
For Full Parish Hall / North Parish Hall Only: \$200
PLEASE NOTE: EARLY SET-UP IS DEPENDENT UPON AVAILABILITY.

South Parish Hall: \$100

Library: \$50

Guild Hall: \$50

Upstairs Classrooms: \$25

EQUIPMENT NEEDS

A/V NEEDS

Projector
\$50 WITH TECH SUPPORT, \$25 WITHOUT TECH SUPPORT

Audio System / Microphone
\$50 WITH TECH SUPPORT, \$25 WITHOUT TECH SUPPORT

TV / DVD Player

Portable Projector and Screen

OTHER EQUIPMENT NEEDS

Stage (\$100 set-up fee)

Lectern

Piano
PLEASE CONTACT JACK CLEGHORN (JACK@STPAULSFAY.ORG) TO MAKE ARRANGEMENTS

Easel with Pad

Wi-Fi Access

Other:

TABLES & CHAIRS

Round Tables • How Many? _____

6-Foot Rectangular Tables • How Many? _____

8-Foot Rectangular Tables • How Many? _____

Chairs • How Many? _____

KITCHEN ACCESS

Service Only Dishware & utensil use; No food preparation or cooking: \$150

Full Kitchen Access: \$300

PLEASE PROVIDE CONTACT INFORMATION FOR THE CATERER PERSON IN CHARGE OF THE KITCHEN FOR YOUR EVENT.

Name: _____

Phone: (H) _____ **(C)** _____

Email: _____

AFTER USE, KITCHEN **MUST** BE RESTORED TO ITS ORIGINAL CONDITION. USER IS RESPONSIBLE FOR ALL DISHWASHING, CLEANING, AND MUST RETURN ALL COOKWARE, SUPPLIES, AND UTENSILS TO THEIR PROPER PLACES. SEE ST. PAUL'S POLICIES AND PROCEDURES FOR MORE DETAILS.

ALCOHOL

If you wish to serve alcohol at your event, you are required to read *St. Paul's Alcohol Policy*, which can be found within *St. Paul's Policies & Procedures*, and submit a completed *Alcoholic Beverage Request Form*. Suzi Freeman, Parish Administrator will present your request to the Vestry for approval. The Vestry generally meets the last Wednesday of every month; your request must be submitted to coincide with a Vestry meeting prior to your event.

I plan on serving alcohol at my event. I will complete and return the *Alcoholic Beverage Request Form*, which can be found on page 6 of *St. Paul's Policies & Procedures*.

I will not be serving alcohol at my event.

SET-UP REQUESTS

We would like the room to be set up in advance of our arrival. We will set up the room ourselves.

How would you like the room set up? You may draw or describe in words.

Please describe any other questions, comments, or needs you have: _____

SQUARE IT AWAY

ROOM RENTAL + ALL EQUIPMENT NEEDS

Estimated Fee Total: _____

Please note: A 50% deposit is due upon confirmation of reservation. The remaining 50% is due the day of your event.

ACKNOWLEDGMENT & AGREEMENT

I acknowledge that I have received, read, understand, and agree to ***St. Paul's Building Use Policies and Procedures***. I understand that this document is a request only, and that the submission of this request does not guarantee that St. Paul's can meet my needs.

SIGNED: _____ DATE: _____