



St. Francis Episcopal Church FACILITY USE AGREEMENT

Please complete and return to the Church Office to reserve space.
If you have any questions please call the Church Office at 288-4721.

Date of Event: _____

Organization/Individual: _____

_____ Non-Profit _____ Community _____ Member

*Contact Person: _____ Member: Yes___ No___

Address: _____

Phone: _____

Email: _____

* This person is responsible for assuring that the facility use policies and procedures of St. Francis Episcopal Church are followed.

Description of your program/event:

Actual time of event: _____ to: _____ Number of Persons: _____

Arrival Time: _____ Departure Time: _____

Space to be used:

- Parish Hall \$200.00
- Kitchen \$100.00
- St. Mike's \$100.00
- Library \$50.00
- Classroom \$25.00
- Nursery \$50.00
- Sanctuary \$100.00

Equipment:

- Piano \$100.00
- Small appliances only \$50.00
- Audio/Visual Equipment \$75.00
- LCD Projector \$200.00
- Playground More information needed

This agreement is for the specific use of the above named facilities and equipment only and does not include portions of the facility not reserved.

- Attached is a simple sketch/diagram of the room set-up for St. Francis' staff to review.
- _____ (Initial) User agrees to reimburse St. Francis Episcopal Church for any damages incurred to the property of St. Francis.
- _____ (Initial) A copy of my certificate of insurance or bond is attached.

_____ Date _____
Signature of Contact

Admin. Notes:

Application Approved as is. _____

Signature of Facility Use Coordinator

Application Approved with the following modifications:

- Application Denied Reason _____
- Security deposit received Date _____ _____ Initials of staff person
- Rental fee received Date _____ _____ Initials of staff person
- Security deposit returned Date _____ _____ Initials of staff person