

St Edwards Episcopal Church - Facilities Use Agreement

This form must be completed for all meetings and events being held at Saint Edwards Episcopal Church. Confirmation is not assured until a signed copy of this agreement is returned to the contact person listed below. Please note that a new agreement for recurring events/activities is required each year.

Name of Requesting Organization: _____

Name of Contact: _____ Phone Number of Contact: _____

Address of Contact: Street: _____

City and Zip Code: _____

Email Address of Contact: _____

Name of the Meeting/Event/Activity: _____

Date Requested: _____ Start and End Time for the Event: _____

Start Time to Set-up: _____ Closing Time after Clean-up is Finished: _____

Is this a recurring event (Yes or No)? _____ If yes list all required dates on Page 2.

Is Alcohol to be served at this event? _____ If yes, attached signed copy of the Parish Alcohol Policy.

Opener/Closer Required: Name and Contact number: _____

Requested Facilities:

New Building	CE Building	Original Building
<input type="checkbox"/> Sanctuary <input type="checkbox"/> Gathering Room <input type="checkbox"/> Nursery	<input type="checkbox"/> Chapel for Services <input type="checkbox"/> Chapel for Meetings <input type="checkbox"/> Bride's Dressing Room <input type="checkbox"/> Class Room (3 available)	<input type="checkbox"/> Nickelson Hall <input type="checkbox"/> Undercroft <input type="checkbox"/> Commercial Kitchen <input type="checkbox"/> Sitting Room <input type="checkbox"/> Class Room (2 available)

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Additional Requested Items and Services: List Additional Items Required: (See the *Schedule of Fees for Linens and Accessories* and the *Schedule of Fees for Services*).

_____ (add additional sheets if required).

Additional Date(s) Requested: (If this is a recurring event please list all required dates).

_____ (add additional sheets if required).

I/we release St Edward's Episcopal Church from all liability related to the use of its facilities, equipment, and services and have read and accept the Parish Liability Release.

I/we have Read, Understand, and Accept the Building Use Guidelines of St Edward's Episcopal Church

I/we have Read, Understand, and Accept the Alcohol Use Policy of St Edward's Episcopal Church

Printed Name and Signature of Sponsor or Contact Person

Date of Application:

Scheduling of the above described events meetings/events/activities is confirmed.

The Rev Canon Dr. A. Gordon Okunsanya,
Interim Priest-in-Charge.

Date of Approval:

After you receive a signed confirmation of your reservation, your church POC is _____
at _____

For Office Use Only:

Deposits Received: \$ _____ Date: _____ From: _____

Balance Received: \$ _____ Date: _____ From: _____

Meeting/Event/Activity date entered on the Parish Master Calendar: _____

Vestry and Applicable Ministry Heads Notified: _____

Vestry Approval for Consumption of Alcohol requested and approved: _____