

Application for Use of St. Paul's Episcopal Church Parish Hall

Please print out this form, fill it out, and give it to St. Paul's office in order to request use of the facility.

1. Name of your organization: _____

2. Please list two contact persons from your organization:

Name: _____ Phone: _____ email: _____

Name: _____ Phone: _____ email: _____

3. Date(s) and hour(s) of use:

4. Frequency, if this is not a one-time event: _____

5. Number of people expected: _____

6. Kitchen facilities needed? Yes _____ No _____

7. If the kitchen is needed, please indicate why:

8. Special needs (chairs, tables, setup time in advance, etc.):

9. Is the event for your group only or for the general public?

10. Please describe any concerns you have that are not covered in this contract:

I agree to the guidelines and fee schedule, and I will notify St. Paul's Church of any changes.

Signature of organization's representative: _____

(Please print name below signature) _____

Signature of St. Paul's representative: _____
(Rector, Warden, Office Assistant, etc.)

Date: _____

