



St. James Event Request Form

Please note that this request does not guarantee space until approved by St. James staff.

1. **Event Title** _____

2. **Date/ Actual Time:** _____

3. **Set-up Time:** _____ **Take-down Time:** _____

4. **Location requested** *(mark all that apply)*

Wold Hall

Lydia (middle school youth room)

Sanctuary

Balcony

Peter & Paul room

Kitchen

Library

Other: _____

Sunday School classroom

5. **Contact Person** *(include phone/email)* _____

6. **Approximately how many people will attend?** _____

7. **What equipment will you be using?**

Oven/stove

Microphone (may require sound tech)

Refrigerator

Projector (may require sound tech)

Freezer

None

Plates, cups, silverware (paper products must be brought in for non-church functions)

Other: _____

8. **Will you need a key?** *(Arrangements must be made with the office for an appropriate time to pick up. Keys must be returned within 2 business days of your event.) YES / NO*

9. **Will you need this event communicated to the St. James Community (church events only)?**

Yes (separate communications request must be filled out)

No

10. **Will you need St. James staff to set up? (At least one week notice must be given. If set up or clean up is required, a \$75 fee will be charged for non-church events held by members; see office for fee for non-members).** YES / NO

11. **Set up instructions for staff, when St. James does set up. (Be as specific as possible. Wold Hall has a map that must be filled out— see office for a copy)** _____

12. **Have you paid the \$75 damage deposit for non-St. James events?**

It is a St. James event

Yes

No

13. **Do you understand that you must clean up after your group, including taking food trash out to the receptacles?** YES / NO

14. **Do you understand the terms of use listed below?** YES / NO

If your group requests the St. James custodian to do any sort of set-up or clean-up for a non-church event, there is a \$75 fee for members (non-members see office for fee). Trash should be taken out to the trash receptacles. Chairs and tables must be wiped down. If you plan on hanging items on the wall, blue painters tape must be used to prevent paint from coming off the walls. The use of church supplies (besides washable kitchen utensils) is prohibited. If you use the washable items, please wash, dry and put them away. Dish towels must be laundered and returned. Leftover food must be removed from the refrigerator. All lights must be turned off following your event and doors locked, if after hours. The party is responsible for and will provide remuneration for clean-up of any vandalism and damage to our facility including time and materials.

15 **Submitted by:** _____ **Date** _____

Office Use:

Form 10/7/2015

Date Received: _____ Approved By: _____