

ST. LUKE'S EPISCOPAL CHURCH

FACILITY REQUEST FORM OUTSIDE GROUPS

Thank you for requesting the use of the facilities in St. Luke's Episcopal Church. In order to make certain that all of your requests can be accommodated please complete this form and return to the church office when you would like to book your event.

Requesting organization name _____

Name of person responsibility for event _____

Contact information: Phone _____ Email _____

Date(s) requested: _____

Beginning time(s) _____ Ending time _____

Facilities requested: Please circle all of your requests:

Sanctuary	Dias	Choir room	Parish Hall
Gathering hall	Classrooms	Kitchen	Piano
Organ	Tables (qty)	Chair (qty)	Sound system
Music stands (qty)	White board	Other _____	

Nature of activity: _____

Charges:

Hourly charge \$25	Piano tuning \$160	Organ \$75
Sound system \$50	Performance platforms \$100	
Janitorial services:	Sanctuary/Gathering hall/Parish hall \$100/	
	Rest rooms	
	Kitchen \$75	

An insurance rider will be required prior to your event. You will be asked to prove proof of insurance. Direct your insurance questions to the church bookkeeper.

Requesting Organization

St. Luke's Episcopal

Date signed _____

We want your event to be successful, so please give complete answers so that we can better serve your needs. Please be aware that the church calendar can change depending on the needs of the church. St. Luke's is a smoke-free campus. Please respect our religious facility and its values. We welcome you to St. Luke's. For additional requests please attach a separate sheet outlining your needs.