



Non-Member Event Request Form

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

1. **Event Title** _____
2. **Date/ Time of Event:** _____
3. **Set-up Time:** _____ **Take-down Time:** _____
(Event needs to be done and cleaned up prior to 10pm to respect our neighbors.)
4. **Space requested** (mark all that apply and indicate how much time you'd like the space for)
 - ◇ Wold Hall (\$40/hour for _____ hours)
 - ◇ Library (\$15/hour for _____ hours)
 - ◇ Sanctuary (\$40/hour for _____ hours)
 - ◇ Sunday School classroom (\$10/hour for _____ hours)
 - ◇ Peter & Paul room (\$25/hour for _____ hours)**TOTAL FEES: \$** _____

*** Please note that the kitchen is unavailable. Catered food should be brought in.*

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

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

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

- ◇ Microphone (May require sound tech)
- ◇ Sound system in sanctuary (Will require hiring a St. James sound tech at a rate of \$50/hour)

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, or the damage deposit will be forfeited. Key are only picked up during St. James office hours.) **YES / NO**

9. Have you paid the \$75 damage deposit for non church events? YES / NO

10. Do you understand that you must do your own set up and clean up after your group, including taking food trash out to the receptacles? (Please note that one container is recycling only and trash cannot go in it.) YES / NO

11. Do you understand the terms of use listed below? YES / No

Trash should be taken out to the trash receptacles. Chairs and tables must be wiped down and reset to how you found them. 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 is prohibited. No use of the kitchen or kitchen supplies, utensils, etc. 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 in addition to losing the \$75 damage deposit.

Submitted by: _____ Date _____

Office Use:

Form 9/11/2024

Date Received: _____ Approved By: _____