



SAINT LUKE'S OF THE MOUNTAINS EPISCOPAL CHURCH
 IGLESIA EPISCOPAL DE SAN LUCAS DE LAS MONTAÑAS
 2563 Foothill Blvd, La Crescenta, CA 91214
 (818) 248-3639



Event / Building Use Request
(Please fill out completely)

Name of event: _____

Date of event: _____

Start Time of event: _____ End time of the event: _____

Time that access to facility is needed: _____ Time Vacated: _____

Brief description of the event: _____

Name of organization: _____

Contact name: _____

Daytime phone: _____ Evening Phone: _____

Email address: _____

Mailing address: _____

Member of St. Luke's: Yes No If no, how did you hear about us _____

Facility requested: Sanctuary Main Street Building Parish Hall
 Kitchen Other / Special Request: _____
 Church Grounds: Specific area: _____

Special Requests: (All Set ups and clean ups are the responsibility of the group renting the facility. Facility is to be left as it was found.)

Heating / Cooling: _____

Chairs: _____ Tables: _____

Media / Sound Equipment: _____

Other (provide details): _____

Rental Fees for Use of Facilities

Rental fees and security deposits for church facilities will be quoted upon receipt of request.

Confirmation

I have read and agree to the attached St. Luke's of the Mountains Event / Building Use Policies.

Signature _____

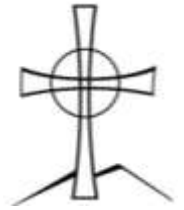
Date _____

Completed forms may be submitted to the church office or via email to info@stlukeslacrescenta.org

All requests must be submitted via event/building use request form.



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Fees & Security Deposit

The event will be placed on the official church calendar once approved. All fees and deposits are due upon approval. All checks should be made payable to St. Luke's of the Mountains.

Rental Fee \$ _____ Security Deposit: \$100.00 (Non-Refundable)

Comments/Considerations:

Event/Building Use Policy

(Initials)

___ 1. Any group/individual wishing to use a church facility must submit an event/building use request form to the St. Luke's of the Mountains Event Scheduler. Requests for use of church facilities may be made at any time within the six (6) month time period prior to the event, but preferably more than fourteen (14) days prior to the event. Any requests for dates more than six (6) months in advance should be advised that approval may not be immediate. Any requests for dates less than fourteen (14) days should be advised that approval may not be approved immediately and any fees due shall be paid in cash.

___ 2. All forms are available in the church office and on the church website. Completed forms may be submitted to the Event Scheduler in the church office via email to info@stlukeslacrescenta.org. All requests must be submitted via event/building use request form.

___ 3. Use of the kitchen area MUST include the services of a St. Luke's of the Mountains kitchen representative to be on site during the event. Fees for this service will be quoted upon receipt of request.

___ 4. The group/individual using the facility is expected to perform any set up and clean up (i.e. chairs, tables, podiums, etc.) and return the area to its normal condition. Additional charges will be assessed for set up/clean up required by the church staff.

___ 5. Thermostats should be returned to the settings found upon arrival, and all lights should be turned off.

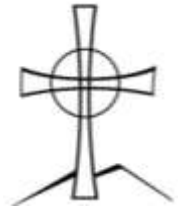
___ 6. Access to locking of the facility will be per instructions by the event scheduler. The Security Deposit may be forfeited if building is not accessed or locked according to instructions.

___ 7. All trash must be removed from the building after any event and placed in the dumpster. Liquids must not be emptied into the trash cans. New liners must be put in all trash containers.

___ 8. Any damage done to the structure and/or property of St. Luke's of the Mountains will be invoiced separately to group/individual within 30 days after event date.



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AGREEMENT FOR FACILITY USE

Date: _____, 20__

This agreement provides for the use of the Sanctuary / Parish Hall / Jr. Church at St. Luke's of the Mountains Episcopal Church to _____.
 The property will be used on _____ of 20__, from _____ am / pm to _____ am / pm, understood you have an hour before the specified time to access and an hour to clean and close all doors and windows. If more than one date/time please specify: _____
 _____.

The property has to be left clean as it was given. Any damage done to the property will be charged at the full cost to the person signing this agreement.

The minimum donation is \$_____.00 for use of the property and furniture (when and where it does not damage the property). A required \$100.00 deposit and is non-refundable on cancellation of the event(s), unless otherwise discussed.

In signing this document, you accept responsibility for the Parish Hall as stipulated in this agreement.

 Signature & Date

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