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Sammamish, WA

Property Use Reservation Form

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Good Samaritan member NO YES

Organization Address _____

Contact Phone Cell: _____ W: _____

Description of Event _____

Day/Date of Event _____ Number of People _____

Start Time _____ End Time _____

SPECIAL REQUESTS (use fees may apply)	CHECK IF REQUESTED	APPROVED (Office Use Only)	RATE	FEE THIS EVENT
Special Set-up done by leasing party	<input type="checkbox"/>	<input type="checkbox"/>		
Serving Alcohol? (beer & wine only)	<input type="checkbox"/>	<input type="checkbox"/>	No Fee	
Serving Food & Beverages?	<input type="checkbox"/>	<input type="checkbox"/>	No Fee	
Use of Church Organ?	<input type="checkbox"/>	<input type="checkbox"/>	\$50 per day	
Use of Church Piano?	<input type="checkbox"/>	<input type="checkbox"/>	\$50	
Use of Church China, glasses or tableware, tables, chairs?	<input type="checkbox"/>	<input type="checkbox"/>	\$50 per set per day	
Use of Recording/Sound System or A.V. equipment? (if technician available)	<input type="checkbox"/>	<input type="checkbox"/>	\$50 per day	
Move Chancel Furniture Set-up and return setting done by leasing party	<input type="checkbox"/>	<input type="checkbox"/>	\$100	

SPACE REQUESTS	CHECK IF REQUESTED	APPROVED (Office Use Only)	RATE	FEE THIS EVENT
Church Sanctuary	<input type="checkbox"/>	<input type="checkbox"/>	\$200 per daily use	
Undercroft	<input type="checkbox"/>	<input type="checkbox"/>	\$150	
Classroom	<input type="checkbox"/>	<input type="checkbox"/>	\$50 per daily use	
Narthex for small receptions	<input type="checkbox"/>	<input type="checkbox"/>	\$50	
Kitchen (Use of kitchen, oven, dishwasher, refrigerator only. Leasing party brings other items.)	<input type="checkbox"/>	<input type="checkbox"/>	\$50	

TOTAL FEES FOR THIS EVENT (Due two weeks prior to event)

DAMAGE & SECURITY DEPOSIT: Will be returned as appropriate after all fees have been paid and after the facility has been inspected following the event. Additional damage fees will be assessed for damage in excess of \$150.	\$500
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PLEASE MAKE CHECKS PAYABLE TO "Good Samaritan Episcopal Church"

**Good Samaritan Episcopal Church, Sammamish, WA
1757 244th Ave NE, Sammamish, WA 98074**

425-868-2123

Revised May 2011