

Property Use Reservation Form

Date Request Made _____

Organization _____

Contact Person for Event _____

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 _____

EQUIPMENT REQUESTS (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 Piano?	<input type="checkbox"/>	<input type="checkbox"/>	\$50	
Use of Electric Keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	\$50	
Use of Church China, Glasses, Tableware, Tables, or Chairs	<input type="checkbox"/>	<input type="checkbox"/>	\$50 per set per day	
Use of Recording/Sound System or Audio-Visual Equipment? (if technician is available)	<input type="checkbox"/>	<input type="checkbox"/>	\$50 per day	

SPACE REQUESTS	CHECK IF REQUESTED	APPROVED (Office Use Only)	RATE	FEE THIS EVENT
Church Sanctuary	<input type="checkbox"/>	<input type="checkbox"/>	\$250 per daily use	
Undercroft	<input type="checkbox"/>	<input type="checkbox"/>	\$200	
Classroom	<input type="checkbox"/>	<input type="checkbox"/>	\$75 per daily use	
Narthex for Small Receptions	<input type="checkbox"/>	<input type="checkbox"/>	\$75	
Kitchen (Use of kitchen, oven, dishwasher, & refrigerator only. Leasing party brings other items.)	<input type="checkbox"/>	<input type="checkbox"/>	\$100	

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 & after the facility has been inspected following the event. Additional damage fees will be assessed for damage in excess of \$250)	\$250	
CHANCEL FURNITURE FINE (Renters <i>may not</i> move the chancel furniture.)	\$500, plus damages	

PLEASE MAKE CHECKS PAYABLE TO "Good Samaritan Episcopal Church"