

# SAINT JAMES EPISCOPAL CHURCH

4 St James Place, Essex Junction, Vermont 05452 (802) 878-4014 www.stjamesvt.org

## REQUEST FOR SHORT-TERM USE OF BUILDING SPACE

Name of organization or individual: \_\_\_\_\_

Contact name (if different than above): \_\_\_\_\_

Contact address: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Contact email: \_\_\_\_\_

The space is to be used by a:

For-profit Organization \_\_\_\_\_

Non-profit Organization\* \_\_\_\_\_

Individual \_\_\_\_\_

Parishioner \_\_\_\_\_

\* Note: All non-profit organizations must provide a copy of their tax-exempt certificate or their tax-exempt number in order receive the non-profit rate.

Date of event: \_\_\_\_\_

Start time of event: \_\_\_\_\_ End time of event: \_\_\_\_\_

*\* Please include in your estimate time for setting up and for cleaning up. Full day rates will apply to any time over 4 hours.*

Number of people expected to attend: \_\_\_\_\_

Room(s) desired: \_\_\_\_\_

The fee for this event will be \$ \_\_\_\_\_

*\* One-half of the fee must accompany this request along with a security deposit of 25% of the rental fee or \$50, whichever is greater. The security deposit will be returned upon inspection of the rented area.*

Please make checks payable to **St. James Episcopal Church**

The "Hold Harmless" agreement must also be signed, a copy of which should be attached to this agreement.