

## REQUEST FOR SHORT-TERM USE OF BUILDING SPACE 2025

*\*Short term use is defined as at least 2 hours, and up to 90 days.*

*\*Events must end no later than 10:00 p.m. unless an exception is approved in advance.*

**Name of organization or person:** \_\_\_\_\_

### Contact information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

**Space will be used by:**  Individual  For-profit organization

Non-profit organization *(must provide proof of non-profit status)*

**Number of people expected:** \_\_\_\_\_

**Description of event:** \_\_\_\_\_

\_\_\_\_\_

**Date(s) of event:** \_\_\_\_\_

**\*Start time** *(include set up):* \_\_\_\_\_ **End time** *(include clean up):* \_\_\_\_\_

*\*Rentals for Saturdays or Sundays are only available after 3:00 p.m.*

**Insurance:** If you are part of an organization with group liability insurance, please add St. James Episcopal Church as an Additional Insured for the period you are requesting.

### Room(s) requested:

Parish Hall *(capacity 75 people)*

Parish Hall Kitchen

Undercroft *(capacity 40 people – includes use of Undercroft kitchen)*

Smith Room *(capacity 15 people)*

Children's Room *(capacity 6 people)*

## General Rental Rates (for-profit & individuals)

Room & Capacity	½ Day Rate (up to 4 hours)	Full Day Rate (more than 4 hours)	Additional Kitchen Fee (if using)
Parish Hall (75)	\$300	\$500	\$150
Undercroft (40)	\$200	\$300	<i>(includes Undercroft kitchen)</i>
Smith Room (15)	\$100	\$150	\$50
Children's Room (6)	\$50	\$80	\$25

## Nonprofit Rental Rates

Room & Capacity	½ Day Rate (up to 4 hours)	Full Day Rate (more than 4 hours)	Additional Kitchen Fee (if using)
Parish Hall (75)	\$150	\$250	\$75
Undercroft (40)	\$100	\$150	<i>(includes Undercroft kitchen)</i>
Smith Room (15)	\$50	\$75	\$25
Children's Room (6)	\$25	\$40	\$25

**Required Damage Deposits:** *Parish Hall or Undercroft: \$100*  
*Smith Room or Nursery: \$50*

## Payment Procedures

- Due within one week of acceptance of this contract: Damage Deposit + ½ of Rental Fee and signed Hold Harmless Agreement.
- Due one week before the event: Balance of Rental Fee.
- Damage deposits will be returned if the space has been left in the condition it was found.

## Cancellation Policy

- Cancellation **more than 7 days** before the event, the damage deposit and 90% of the rental fee will be refunded (*10% of the fee cover our administrative costs*).
- Cancellation **7 days or less** before the event, the damage deposit and 50% of the rental fee will be refunded.