

**St. Michael's Episcopal Church  
Facilities Request Form**

Name of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Johnstone Hall .....	\$200.00 +\$25.00 for each additional hour
Parish Hall .....	\$150.00 +\$25.00 for each additional hour
Courtyard Area .....	\$50.00
Friendship Center .....	\$50.00
Conference Room .....	\$35.00
Kitchen .....	\$125/175.00 (persons under 75/75 or more)
Stage.....	\$100.00
Equipment (microphone, projector, video) .....	\$50.00 for Each
Security Deposit(s) (refundable per policy).....	\$250.00
Custodian.....	\$80.00 minimum
	plus \$50 per hour if more than 2 hours*
Church.....	Fees determined on a case-by-case basis

\*Time: Beginning \_\_\_\_\_ End \_\_\_\_\_ Purpose: \_\_\_\_\_

Additional comments: \_\_\_\_\_

One time or ongoing? \_\_\_\_\_

Date Received: \_\_\_\_\_ Person taking request: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Please request that they include set-up and clean-up in the time.