

CHURCH HALL MAINTENANCE REQUEST FORM

Today's Date _____ Date Needed _____

Organization _____

Name of Event _____

Event Start Time _____ Event End Time _____

Set-up Start Time _____ Clean-up End Time _____

Chairperson _____ Phone # _____

PERSON RESPONSIBLE FOR CONDITION OF AREA:

Name _____ Phone # _____

IF SET UP OF A ROOM IS BEING REQUESTED, PLEASE COMPLETE THE FOLLOWING:

Area needed (include Side Room, Stage, Lobby outside Hall if needed)

Number Attending _____ Tables # _____ Chairs # _____

NEED: ___ Microphone ___ Chalkboard ___ Podium ___ Tablecloths (\$3 per)

___ Cups ___ Coffee Pots (coffee not included)

Soft drinks (cups and ice included) in Church Hall (circle one) Yes/No

Charges to be paid by _____

Person accountable for key pickup, key return and locking facility:

Name _____ Phone # _____

St. James Staff can not be responsible for any deliveries.

OTHER INFORMATION YOU WISH TO INCLUDE:

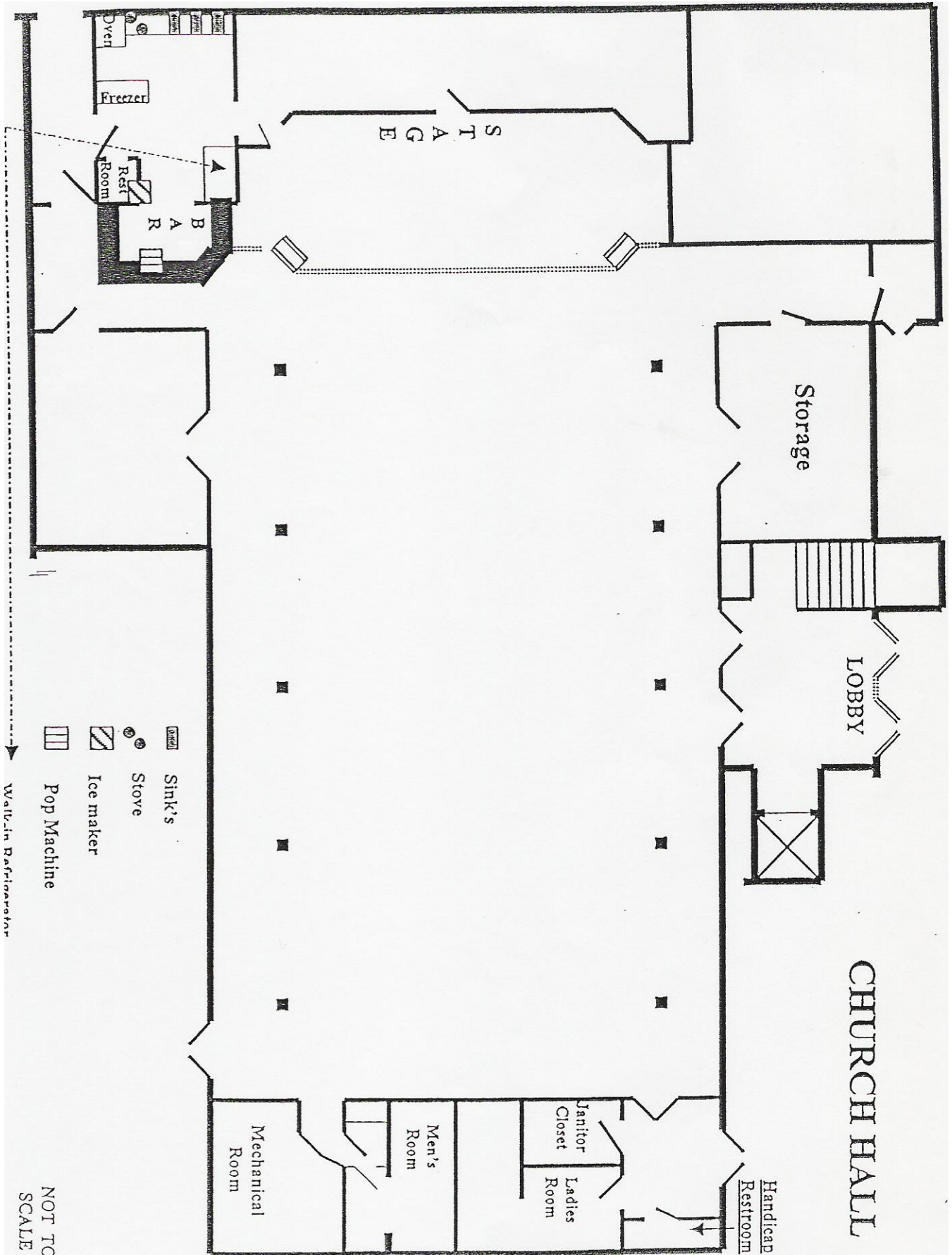
Table and chair placement may be drawn on the diagram page.

You must remove tape and glue from tables used.

All charges are to be paid in the Parish Office.

NOTE: Regarding Lighting in Church Hall - it can be tricky, so ask to be shown ahead of time if you are not familiar.

CHURCH HALL



- Sink's
- Stove
- Ice maker
- Pop Machine

Walk-in Refrigerator

NOT TO SCALE

**St. James Church
Service Invoice for Parish Organizations**

Event: _____ Date _____

How many people will attend _____

Sponsoring organization _____

Chairperson _____

Phone: daytime _____ evening _____

Co-chairperson _____

Phone: daytime _____ evening _____

Clean-up:

_____ Doing your own _____ \$ _____
\$45.00 minimum charge for restroom cleaning

OR

_____ St. James Maintenance Department will do cleaning

Under 100 people \$ 65.00 plus attendant fee

100-250 people \$ 125.00 plus attendant fee

Over 250 people \$ 155.00 plus attendant fee \$ _____

Soft drinks: _____

Please indicate yes or no

100 people - \$ 40.00

150 people - \$ 50.00

200 people - \$ 60.00

250 people - \$ 75.00

300 people - \$ 90.00

350 people - \$ 105.00

400 people - \$ 120.00

Price includes ice and cups \$ _____

_____ Number of table cloths (\$3.00 each) \$ _____

Major event attendant _____ \$ _____
\$15.00 per hour

Time: from _____ to _____

Total charges \$ _____

Checks should be made payable to St. James Church. Fees are due the day after your event.