

# ***REQUEST FOR SPACE***

ST. GEORGE'S EPISCOPAL CHURCH

Date \_\_\_\_\_

*St. George's Episcopal Church is delighted to serve you. In order for the staff to be aware of your needs, please fill out the following form and return it to the Operation and Finance Administrator with your deposit of \$150 to confirm your engagement. Please understand that in order to maintain our facility your full corporation is required.*

Type of Event \_\_\_\_\_

Name of Individual/Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W/C) \_\_\_\_\_

Contact person for Organization \_\_\_\_\_

Anticipated number of attendees/guests \_\_\_\_\_

Contact Person at St. George's \_\_\_\_\_

Date(s) and Time requested (include set up, rehearsals, and event) \_\_\_\_\_

Specific room(s) you need (Parish Hall, kitchen, Nave, classroom, etc.) \_\_\_\_\_

The following will be needed:

\_\_\_\_\_ Tables other (please describe) \_\_\_\_\_

\_\_\_\_\_ Chairs - How many \_\_\_\_\_

\_\_\_\_\_ Plates, cups, glasses, wine glasses, flatware, Coffee pot (Circle what is needed)

Key \_\_\_\_\_ Date given \_\_\_\_\_ Date returned \_\_\_\_\_

Signature of applicant \_\_\_\_\_

We ask that you be responsible for:

1. Cleaning up after the event. Taking trash out to the dumpster. (Room, trash, etc.)
2. Arranging for any dishes, pots, flat wear, etc. that are used to be washed and put away.
3. Leaving bathrooms tidy and turning out the lights.
4. Leaving all area(s) used as you found them.
5. Turning off all lights.

St. George's Episcopal Church  
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