

**ST. MARY'S CHURCH, HAMILTON VILLAGE**  
*THE EPISCOPAL CHURCH AT PENN*  
**3916 LOCUST WALK, PHILADELPHIA, PENNSYLVANIA 19104-6152,**  
**TELEPHONE 215-386-3916, FAX 215-386-7288**  
ST.MARYS@VERIZON.NET  
**CONTACT: PARISH ADMINISTRATOR DOUGLAS WATTS**

APPLICATION FOR FACILITIES USE

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

Lessee: \_\_\_\_\_

Person(s) Responsible for Event: \_\_\_\_\_

Title: \_\_\_\_\_

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

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Non-Profit: Yes \_\_\_\_\_ No \_\_\_\_\_ Fundraising Event: Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

Day and Date of Event: \_\_\_\_\_

Arrival time for Set-up: \_\_\_\_\_ Start of Event: \_\_\_\_\_ End of Event: \_\_\_\_\_ (end no later than 1:00 AM)

Expected Attendance: \_\_\_\_\_ Admission Charge: Y/N \_\_\_\_\_ Amount: \_\_\_\_\_

Facilities requested:

Parish Hall Main Room (capacity 145) \_\_\_\_ Sanctuary (capacity 350) \_\_\_\_ Kitchen/Stove \_\_\_\_ Tables \_\_\_\_ Chairs \_\_\_\_

Usage:

- Personal \_\_\_\_\_
- Professional \_\_\_\_\_
- Non-Profit/Governmental Organization \_\_\_\_\_
- For-Profit/Governmental Organization \_\_\_\_\_
- University of Pennsylvania Official Affiliate \_\_\_\_\_

References: Please list 3 business and/or credit references (personal references not acceptable)

	<u>Name</u>	<u>Address</u>	<u>Phone</u>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

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**APPLICATION FOR FACILITIES USE (2)**

**FEES**

**Parish Hall:** Before 6 PM: \$25/hr for meeting or class on Monday-Friday\*  
After 6 PM: \$190.00/Monday-Thursday; \$500 Friday-Sunday  
Kitchen: \$100/event

**Sanctuary:** Meetings or class: \$25/hr  
After 6 PM: \$315/Monday-Thursday; \$600 Friday-Sunday  
Wedding or Event Rehearsal Time: \$150/ any evening

**Sexton:** \$12/hr **Sexton required for all events.**

**Security Deposit:** \$350/event Payment **required in advance for all events.**

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**Payment Policy:**

A Refundable Security Deposit must be submitted as a separate check or money order payable to "St. Mary's Church, Hamilton Village." The space and date will not be held without the deposit. **The total rental amount must be paid one (1) month before the event is scheduled.** Sexton must be paid in cash at event.

- Fees for classes arranged for group situations.

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**APPLICATION FOR FACILITIES USE (3)**

Building use reservations are tentative until all the agreements regarding payment, key arrangements and other details are met. Lessee must receive confirmation of application signed by Parish Administrator. A responsible party must meet with Rector, Parish Administrator or Sexton onsite prior to event.

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I have read and agreed to the rules and regulations contained in this form, including those listed below and on the separate form **Procedures for Reserving and Using Facilities**. I further agree that failure to comply with these rules and regulations shall become the responsibility of my organization and/or its agents.

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Responsible Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

St. Mary's Church, Hamilton Village reserves the right to collect any deposit it deems advisable prior to permitting the use of facilities. All approved uses are subject to the rules and regulations set forth on this form, the form *Procedures for Reserving and Using Facilities*, the form *Confirmation Notice for the Use of Space* and other regulations as may be stated by Rector or Parish Administrator.

Approval of this application shall not express or imply Parish endorsement of the event or activity; unless specifically agreed in writing, such endorsement shall not be expressed or implied in any material s produced by the sponsoring organization.

St. Mary's Church, Hamilton Village reserves the right to cancel approval and confirmation of this event at any time for due cause, and in such case shall not be responsible for any disruption of the prospective tenant's and/or tenant organization's activities which may result. However, St. Mary's Church, Hamilton Village agrees to make every reasonable effort to assure that all approvals and confirmations shall remain in force.

St. Mary's Church, Hamilton Village assumes no liability for damage or injury to persons during the period covered by this application. St. Mary's Church, Hamilton Village assumes no liability for theft or loss of any property occurring at the event covered by this application.

St. Mary's Church, Hamilton Village reserves the right to make any additional charges to the sponsoring individual or organization and/or its representatives due to the failure of the individual or organization and/or its representatives to follow the rules and regulations for the use of the facilities as outlined in this agreement and other related documents.

<i>For office use only</i>			
Space reservation deposit due: _____	Amount Paid: _____	Check/MO#: _____	Date: _____
Issuer/Bank Name _____	Bank Number _____		
Date space reservation deposit refunded: _____			
Rental Space fee due: _____	Amount Paid: _____	Check/MO#: _____	Date: _____
Issuer/Bank Name _____	Bank Number _____		

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**APPLICATION FOR FACILITIES USE (4)**

**PROCEDURES FOR RESERVING AND USING FACILITIES**

**RESERVATION**

- Contact Administrator, or Rector, and schedule on-site visit;
- Complete Application for Facilities Use;
- Contact Administrator, to schedule a sexton;
- Confirm dates with Administrator.

**USAGE**

- Arrive no earlier than scheduled;
- Ensure security of all entrances;
- Keep all areas clear of debris;
- No alcohol may be served to minors;
- No tobacco or illegal substances on premises (including church grounds);
- Return and stack chairs, tables and all furniture to original location;
- Leave facility no later than scheduled time (1:00 AM is latest possible time to leave building);
- When leaving please be respectful of neighbors by keeping noise to a minimum.

Notes:

*If you use candles in sanctuary, you will be billed full price for each.*

*Noncompliance with any of these items and/or damage to any item or facility may result loss of deposit and further charges.*