



**Saint Paul's**  
An Episcopal Church for the City of Milwaukee

## Facilities Use Application

You can print this document and complete it by hand, or save it to your computer and complete it using [Adobe Reader](#).

This document should be completed by the **Event Organizer** and submitted to the Church **at least** two weeks before any Event. It will be used as an attachment not a final **Facilities Use Agreement**.

### Applicant Contact Information

|  |  |       |
|--|--|-------|
| GUEST ORGANIZATION NAME  |  |       |
| GUEST ORGANIZATION CONTACT NAME  |  |       |
| GUEST ORGANIZATION ADDRESS   |  |       |
| CITY   | STATE  | ZIP   |
| OFFICE TELEPHONE   | MOBILE TELEPHONE   | EMAIL |
| PLEASE DESCRIBE THE PROPOSED EVENT.  |  |       |
| WHAT IS THE EXPECTED ATTENDANCE AT YOUR EVENT?   |  |       |
| WILL YOU BE CHARGING ADMISSION FOR YOUR EVENT?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |       |
| WILL YOU BE SERVING ALCOHOL AT YOUR EVENT?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |       |
| NAME OF DESIGNATED SERVER (OVER 18):   |  |       |
| DO YOU WANT US TO TURN OFF THE STEAM HEAT BEFORE YOUR EVENT TO PREVENT NOISE FROM KNOCKING STEAM PIPES?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |       |
| <input type="checkbox"/> BY CHECKING THIS BOX (REQUIRED), I AM CERTIFYING THAT I HAVE READ AND ACCEPTED THE TERMS OF THE <b>RULES DOCUMENT</b> . I UNDERSTAND THAT AS THE EVENT ORGANIZER I AM RESPONSIBLE FOR FOLLOWING THE ALCOHOL USE POLICY, THAT MY ORGANIZATION IS RESPONSIBLE FOR SETUP AND CLEANUP BEFORE AND AFTER MY EVENT, THAT THE SOUND SYSTEM AND LIGHTS IN THE CHURCH ARE OFFERED AS-IN AND WITHOUT A STAFF MEMBER OR VOLUNTEER FROM THE CHURCH TO MANAGE THEM, AND THAT THE CHURCH CANNOT PROVIDE OR ARRANGE PARKING BEYOND ITS OWN PARKING LOT. |  |       |

## Spaces, Services, and Fees

The following fees are due no less than one week in advance of the [Event](#).

|  |  |
|--|--|
| \$500  | Use of the Sanctuary for <a href="#">Events</a> with ticket sales<br><i>Including the Narthex ("lobby")</i>                              |
| \$150  | Use of the Sanctuary for any free concert or other <a href="#">Events</a> without ticket sales<br><i>Including the Narthex ("lobby")</i> |
| \$85   | Use of the Sanctuary for rehearsal, in 4-hour increments   |
| \$100  | Use of the Great Hall  |
| \$50   | Use of the Community Room  |
| \$50   | Use of the Choir Rehearsal Room  |
| \$50   | Use of the Kitchen for food preparation on day of <a href="#">Event</a><br><i>No charge to serve food prepared elsewhere</i>             |
| \$25   | Use of Library   |
| \$32 per hour<br>per <a href="#">Church<br/>Representative</a> | <a href="#">Church Representatives</a>   |
| \$50   | Non-refundable deposit.  |

Use of restrooms, coat check, and hallways needed for access to rented spaces and restrooms is included.

## Dates, Times, and Usage of Spaces to be Used

Please indicate all intended dates, times, and usage of each of the building spaces below.

|   |
|---|
| SANCTUARY, INCLUDING THE NARTHEX ("LOBBY") DURING THE EVENT,<br>INCLUDING SETUP AND CLEAN-UP TIME |
| SANCTUARY FOR REHEARSALS  |
| GREAT HALL  |
| COMMUNITY ROOM  |
| CHOIR REHEARSAL ROOM  |
| LIBRARY   |

## Use of the Kitchen

|  |  |
|--|--|
| DO YOU INTEND TO USE THE KITCHEN?<br>IF SO, PLEASE RESPOND TO THE QUESTIONS IN THIS SECTION. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
|--|--|

How do you intend to use the kitchen? Please be very specific about any intended use of the stove or oven.

On what dates and times do you intend to use the kitchen?

Do you intend to store, stage, arrange, or refrigerate any items in the kitchen prior to the event? If so, please be specific about the dates and times during which your items are in the kitchen. Note also that there is only one residential-size refrigerator/freezer in the kitchen.

Please describe your plans for returning the kitchen clean and in good working order, and in what timeframe.

## Use of the Pipe Organ

|   |  |
|---|--|
| DO YOU INTEND TO USE THE PIPE ORGAN? IF SO, PLEASE RESOND TO THE QUESTIONS IN THIS SECTION. PLEASE READ OUR POLICY ABOUT ORGAN TUNING IN THE <a href="#">FACILITIES USE BY OUTSIDE GROUPS</a> DOCUMENT. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Who will be playing the organ?  |  |
| What expectations do you have regarding tuning?   |  |
| What expectations do you have regarding use of electric preset programming and of console recording?  |  |

## Use of the Steinway Piano

|   |  |
|---|--|
| DO YOU INTEND TO USE THE STEINWAY PIANO? IF SO, PLEASE RESOND TO THE QUESTIONS IN THIS SECTION. PLEASE READ OUR POLICY ABOUT PIANO TUNING IN THE <a href="#">FACILITIES USE BY OUTSIDE GROUPS</a> DOCUMENT. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Who will be playing the piano?  |  |
| What expectations do you have regarding tuning? Remember that the piano may require movement between your rehearsal and event if the church is in use for worship or by another group.                      |  |

## Use of the PA (Sound) System and Light Panel

|   |  |
|---|--|
| DO YOU INTEND TO USE THE CHURCH'S SOUND SYSTEM?   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| Please describe any plans you have to configure either system beyond turning them on and off. |  |

What other logistical or administrative assistance do you require from the Church?