

# Facility Use Agreement; Event

## Saint Jude the Apostle Episcopal Church

20920 McClellan Road, Cupertino, CA 95014 Phone: (408) 252-4166

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Name of Organization/

Event: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

(email) \_\_\_\_\_ cell phone: \_\_\_\_\_

Church member \_\_\_\_\_

Non-member \_\_\_\_\_

### Facility Needed:

Parish Hall \_\_\_\_\_

Kitchen \_\_\_\_\_

Fireside Room \_\_\_\_\_

Sanctuary \_\_\_\_\_

Classroom \_\_\_\_\_

Other \_\_\_\_\_

**Security/Cleaning Deposit of \$200 is required to secure date**

I have read the LEGAL RESPONSIBILITY AGREEMENT on the reverse side of this application, understand its meaning and voluntarily sign it.

**You are responsible for set-up.**

**Curfew is 10:00 pm**

*(Cleaning may take place after that time.)*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Follow up Appt. \_\_\_\_\_

### OFFICE USE ONLY

#### Fees:

Sanctuary Rental \_\_\_\_\_

Parish Hall rental \_\_\_\_\_ hrs. x \_\_\_\_\_ = \_\_\_\_\_

Janitorial, large events \$100, other \$60

*(does not include kitchen clean up)*

Linens (dry cleaning) \_\_\_\_\_ @ \$10.00 each \$ \_\_\_\_\_

**TOTAL** \_\_\_\_\_

*\*Please write one check payable to St. Jude's.*

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*\*Please write one check payable to Laura Green*

#### Other:

\$ \_\_\_\_\_ Sound *(paid separately)* \_\_\_\_\_

Equipment needed:

**Capacity per Fire Dept:** Parish Hall: seated 234, dining 160  
Sanctuary: 299.

*We regret we cannot accommodate beyond these numbers.*

Day of Week: \_\_\_\_\_ Date of Event \_\_\_\_\_

Actual time of Event \_\_\_\_\_

Rental Start time \_\_\_\_\_ End time \_\_\_\_\_

***Include set up & clean up time***

Attendance: Total \_\_\_\_\_

#### Alcoholic Beverages:

Beer, wine or champagne \*

Yes \_\_\_\_\_ No \_\_\_\_\_ (Kegs allowed on patio only)

*\* Event must abide by diocesan alcohol policy*

#### Smoking:

*We are a non smoking facility. Smoking is NOT allowed on the campus. Your deposit may be forfeited if cigarette butts are found on the premises.*

#### Music:

\_\_\_\_\_ None \_\_\_\_\_

***NO COMMERCIAL MUSIC SYSTEMS, or AMPLIFIERS.***

Initial

Caterer: \_\_\_\_\_

Phone: \_\_\_\_\_ name \_\_\_\_\_

***Parking is limited to St. Jude's parking lot. Off site parking can be found on the neighboring streets. Cars in the parking lot of our neighboring church may be towed.*** initial