



ST. MARK'S LUTHERAN CHURCH
 600 Cambridge Street
 Winnipeg, Manitoba
 R3M 3G9

Phone:(204) 452-4326
 Fax: (204) 452-5630
 Email: office@stmarkslutheran.ca
 Web Site: www.stmarkslutheran.ca

APPLICATION FOR FACILITY USE PERMIT

Please return completed form to the church office.

FACILITY REQUIRED ON BEHALF OF: _____ (Organization Name)

ADDRESS OF ORGANIZATION: _____

CONTACT PERSON: _____ PHONE #: _____

For the use of the space in the Church as indicated, from _____ A.M. / P.M. to _____ A.M. / P.M.

On _____ (Specify: one time use / weekly / monthly)

For the purpose of _____

Admission Charged: _____ (if applicable)

Note: All permits are suspended for those occasions when the facility is needed by the Church.

Every attempt will be made to provide as much notice as possible in the event that this occurs.
 No admittance to the Church will be given unless a permit has been issued.

Total Fee Charged: _____ Received (Date /Signature): _____

Damage Deposit: \$300.00 Received (Date /Signature): _____

Returned * (Date /Signature): _____

* If not returned reason: _____

Received * (Date /Signature): _____

* Reason Required: _____

We have read the FEE SCHEDULE FOR FACILITY USE and the CONDITIONS UNDER WHICH FACILITY USE PERMITS ARE GRANTED and agree to abide thereby.

List Adult Supervisors (if applicable)

Applicant's Name: _____

Address: _____

Postal Code: _____ Phone Number: _____

Application Date: _____

Applicant's Signature: _____

Permission Granted By: _____

Date Approved: _____

Signature: _____

This permit is not valid unless signed by both the applicant and church representative.

Approved copies will be issued to: Applicant and the Church Office
St. Mark's Lutheran Church Facility Use Fee Schedule

Fellowship Hall- Occasional Use for Private Functions and Community Groups

Base Rate: Half day (up to 4 hours) \$75.00

Full Day (up to 8 hours) \$130.00

Additional cleaning charge if food served (includes use of kitchen):

Half day (up to 4 hours) \$40.00

Full Day (up to 8 hours) \$40.00

Set up/ tear down*

Half day (up to 4 hours) \$40.00

Full Day (up to 8 hours) \$40.00

* Church member's rental only, may choose to forego paying this fee and do their own set up and tear down.

Total Fee Charged: _____

Sanctuary Use (approx. 4 hours):

Base Rate	Recital/ Concert -\$75.00	Rehearsal -\$45.00
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Use of Fellowship Hall/

Kitchen to provide refreshments	Recital/ Concert -\$40.00	Rehearsal -\$40.00
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Use of public address system	Recital/ Concert -\$30.00	Rehearsal -\$30.00
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Total Fee Charged: _____

Classroom Use:

Use of a single classroom:	Half Day (up to 4 hours) \$30.00
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Full Day (up to 8 hours) \$40.00

Additional rooms (per room Charge):	Half Day (up to 4 hours) \$10.00
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Full Day (up to 8 hours) \$10.00

Total Fee Charged: _____

Other Requirements:

Key	_____ (Front Door / Basement)	TV_____
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Chairs	_____ (number)	VCR player_____
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Tables – round	_____ (number – maximum 17)	DVD player_____
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Tables – rectangle	_____ (number – maximum – 6)	
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