

St. Peter's Episcopal Church
11 White Street
Rockland, Maine 04841

BUILDING USE / EQUIPMENT USE REQUEST FORM

NOTE: All parish and non-parish groups or individuals wishing to use St. Peter's Episcopal Church facility for any purpose are asked to complete this form. Groups who have recurring meetings may list all on one sheet.

Name of Organization Using the Building: _____

Contact Person: _____ Phone: _____

Address of Contact: _____

Type of Activity Taking Place: _____

Date(s) of Activity: _____ Time (from - to): _____

Is this activity a recurring event? Yes No

Is this activity advertised and open to the public? Yes No

How many people do you expect will attend? _____

Circle Area/Equipment To Be Used:	Parish Hall	Library/Undercroft	Church	
Tables	Chairs	Dishes	Flatware	Kitchen

Are you requesting use of any equipment, such as: dish washer, stove, oven, additional chairs and or tables?
If so, please explain

Comments

Signature of Contact Person

Date

NOTE: Once your request has been received, you will be contacted at the telephone number given above to confirm approval and to discuss any fees or conditions relating to your use of the building.

The facilities at St. Peter's Episcopal Church are available for use by church members and non-church members with space to accommodate gatherings of different sizes. Our customary schedule of fees and charges are below.

Reduced rates are available for regular usage and non-profit/community organizations. Please contact the church office for more information.

	Church Member (Non-Church Related Function)	Non-Profit	Non-Church Member
Sanctuary (capacity 175)	\$125	\$150	\$175
Chapel (capacity 12)	\$20	\$25	\$30
Parish Hall (capacity 150)	\$100	\$150	\$150
Parlor (capacity 40)	\$30	\$50	\$75
Undercroft Meeting space or Children's Room (capacity 20)	\$20	\$25	\$30
Vestry Room (capacity 12 people)	\$20	\$25	\$30

Kitchen use and associated fees will be negotiated based on use of appliances, cookware, serving dishes, flatware, dishes, cups &/or glasses, and ranges between \$20 and \$125.