

Application for Use of Building and Grounds

Church of the Servant, Episcopal

4925 Oriole Dr., Wilmington, NC 28403

Phone: 910-395-0616; Fax: 910-395-1600; E-mail: cos@eastnc.twcbc.com

www.churchoftheservantwilmingtonnc.org

Organization/Person: _____ Pledging COS Member? _____

Address: _____

Phone: _____ E-mail: _____ Fax (optional): _____

Contact Person: _____ Phone: _____

Space Requested: (check all that apply):

_____ Sanctuary (occupancy 300 max)

_____ Parish Hall (occupancy 50)

_____ Classroom (occupancy 25 per classroom. Indicate how many classrooms are requested)

Date(s) Requested:

Purpose of the Event/Rental: _____

Rental will include use of the kitchen facility? _____ yes _____ no

Alcoholic beverages will be served? _____ yes _____ no

Suggested donations and fees:

Parish Hall and Classrooms:

\$15 a meeting for social ministry groups

\$20 a meeting for civic/cultural groups and local/city/county government

Sanctuary: \$100 for use of four hours or less; \$200 for use longer than four hours

Sexton's Fees: \$100 for use of the sanctuary (due five days before building use)

Parish hall and classrooms donations and sexton's fees to be arranged with the Rector/sexton

I agree that I have read and will abide by the Buildings and Grounds Use Policy, Church of the Servant:

Signature: _____ Date: _____

Application Approved by Rector: _____ Date: _____

Building use donation paid: _____ Sexton's Fee Paid: _____

Comments Regarding Set-Up:

Comments Regarding Clean-Up:

Copy to Sexton: _____