



Reservation Application
Please return this form to
St. Paul's Anglican Church by mail or email to admin@stpaulshk.org

Name of Organization/Group: _____

Name of Contact Person: _____

Primary Phone: _____ 2nd phone: _____ Email: _____

Preferred method of communication: _____

Date Requested (m/d/y): ___/___/___ From: _____ am pm To: _____ am pm

Description of event: _____

Are you charging a fee? Yes No If yes, what is the amount: \$ _____

What does the fee cover? _____

Areas of the Church required:

- Sanctuary Rutter Hall Kitchen Boardroom Narthex Nursery
Double classroom Classroom 3

Will you be putting St. Paul's name on any advertizing? Yes No

Is your event recurring? Yes No If yes, please give the following details:

Start date (m/d/y): _____ End date (m/d/y): _____

I understand and agree to the following:

- Your group is responsible to open and lock the building after use and for security while occupying the building.
Persons and property will be respected while your group is using the building.
My event is not scheduled with St. Paul's until the rental agreement form has been signed.

Signature: _____ Date: _____