St. Matthew’s Parish of Jamestown

87 Narragansett Ave

P.O. Box 317

Jamestown, RI 02835

st.matt@necoxmail.com

Church Use Application and Agreement

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant is a Church Member? Yes \_\_\_\_\_ No \_\_\_\_\_\_

Organization responsible for Proposed Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Proposed Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Proposed Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Proposed Event (including set up/take down): From \_\_\_\_ a.m./p.m. To \_\_\_\_ a.m./p.m.

Type of Event (e.g. Concert, Meeting, Reception) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated number of people \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you need assistance setting up/taking down? Yes \_\_\_\_\_ No \_\_\_\_\_\_

Would you like us to publicize your event in our weekly e-newsletter? Yes \_\_\_\_\_ No \_\_\_\_\_\_

Preferred Space (check all that apply):

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

Kitchen \_\_\_\_\_\_\_

Classroom \_\_\_\_\_\_\_

Church \_\_\_\_\_\_\_

Chapel \_\_\_\_\_\_\_

**Fees**

Church Members

Family Gatherings/ Receptions $0

Business Events, Retreats, Planning Meeting, etc $100 for up to 4 hours

 $200 for full day

Non-Members

Family Gatherings/ Receptions $200 for up to 4 hours

 $300 for full day

Business Events, Retreats, Planning Meetings, etc $250 for up to 4 hours

$350 for full day

* Fees are subject to change depending on the desired space. Fees above are for the Parish Hall.
* Reservations will be taken on a first-come, first-served basis, subject to the approval of the Rector.
* A Member of the Church is one who has attended Church services (either virtually or in-person) and who has pledged a donation to the church in the past year.
* Full payments must be made in advance of the event
* All facilities must be cleaned by the renter and left in the same condition as found (or better)
* In certain circumstances, above fees may be waved or discounted at the Rector’s discretion.
* No alcohol will be allowed at any event without expressed consent from the Rector.

Office Use:

Application submitted: \_\_\_/\_\_\_\_/\_\_\_\_\_\_\_

Application Approved: \_\_\_/\_\_\_\_/\_\_\_\_\_\_\_ By Rector \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application Not Approved and Applicant Contacted \_\_\_/\_\_\_\_/\_\_\_\_\_\_\_