



St. John's Lutheran Church of Parkville

8808 Harford Road

Parkville, MD 21234

410-665-1234

office@stjohnsparkville.org

Non-member Application for use of St. John's Facilities

Please complete this application and return to the Church at least four (4) weeks prior to the requested date.

Name/Organization: _____

Name of St. John's sponsor: _____

Address of Applicant: _____

Phone: _____ Email: _____

Requested Date: _____ Time: _____

Purpose of Use: _____

Number of people attending: _____

Facility Requested and Fee: (Based on 4 hours use and ½ hour set-up & ½ hour clean-up)

_____	Fellowship Hall w/ Kitchen (No stove, oven or griddle)	\$500.00 (\$75/hour additional hours)
_____	Smith Building	\$175.00 (\$30/hour additional hours)
_____	Sanctuary (plus Parlor if needed)	\$600.00 (\$100/hour additional hours)
_____	Other: (Please specify: _____)	

Other Fees:

_____	Security Deposit (Mandatory)	\$100.00
_____	Key Deposit	\$25.00
_____	Cleaning Services	\$20.00/hour
_____	Building Attendant (Mandatory)	\$60.00 (\$10/hour additional hours)
_____	Technology Member:	\$50.00 (\$10/hour additional hours)
	(Mandatory if any of the following requested)	
_____	Overhead projector and screen (Fellowship Hall)	
_____	Portable projector and screen	
_____	Sound system	
_____	TV and DVD Player	

Total amount due St. John's Lutheran Church: \$ _____

- Make checks payable to St. John's Lutheran Church.
- Make checks for Building Attendant and Technology Member payable to individuals at time of application.

_____ I have read and agree to follow St. John's Facility Use Policy; understand my obligations and I assume all risk, take full responsibility and I hereby waive and release St. John's Lutheran Church of any liability for personal injury or personal property while using the Facility.

Signature of Applicant: _____

Date of Signature: _____