

St. Paul's Evangelical Lutheran Church ~ Red Hill, PA
Facility Use Request for Pavilion
215.679.5553 ~ stpaulredhill@comcast.net

Name of Group: _____ Event Date: _____
Number Attending: _____

Contact Person: _____ Phone: _____
Address: _____

Access to Pavilion At: _____ AM PM
Starting Time: _____ AM PM Ending Time: _____ AM PM

Proposed Activity: _____

Name of Caterers (if applicable): _____
Caterer Phone: _____

Check Correct Box and Indicate Number Where Applicable

I am requesting the following items:

Picnic Tables Yes No Number: _____
Serving Area Yes No
Electrical Needs (*Please specify*): _____
Please make note of any other helpful information: _____

DONATIONS FOR USE OF PAVILION

There is a refundable \$200.00 damage deposit required for the use of the pavilion.
When using electricity, a donation in the amount of \$100.00 will be required.

Total Enclosed: _____ Check # _____
Please make checks payable to "St. Paul's Evangelical Lutheran Church".

I have read the protocol for Facility Use, enclosed applicable donations and agree to be responsible for any damage. I understand that any damage to the facility beyond the damage deposit will be my responsibility.

Signature of Contact Person

Date Submitting Request

[Office Use: Date approved: _____ Pastor Copy Sexton Copy Office Copy] Revised 5/2010

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Tables to be covered with plastic table covers when drawing with crayons, water soluble markers or water soluble glue.

Wipe the tables off immediately if tables are marked by crayons, water soluble markers, water soluble glue.

Wipe the tables off immediately after serving snack or other food items.

Cleaning supplies for wiping down tables or sweeping the pavilion floor may be found in the enclosed storage area.

If applicable:

Return any tables or other items taken from the enclosed area for your event.

Return CD player to designated place in enclosed storage area.

of tables to remain out under the pavilion: _____ (see sexton)

Return all supplies to designated place in enclosed storage area.

Trash can to be returned to enclosed storage area after use or as directed by sexton.

All trash to be taken to dumpster following individual use.

Please put a clean trash can liner in the trash can after individual use.

Train lot available up to age

No Alcoholic Beverages permitted.

No smoking.