



Saint Paul's by-the-Sea Episcopal Church

302 North Baltimore Avenue • PO Box 1207 • Ocean City, MD 21843

Tel: 410.289.3453 • Fax: 410.289.0642 • email: office@stpaulsbythesea.org

Building Use Request Form

Please print clearly and complete all required fields. Return to St. Paul's by-the-Sea at above address.

Application Date: _____

ORGANIZATION/ GROUP INFORMATION

Name: _____

Contact person: _____

Mailing address: _____

Telephone number: _____

Email address: _____

Type of organization:

_____ Religious

_____ Educational

_____ Recreational

_____ Other (describe): _____

FUNCTION INFORMATION

Type of function: _____

Number of people in attendance: _____

Period of use:

From

_____ (time) on _____ (date)

Until

_____ (time) on _____ (date)

Facilities required:

_____ Church

_____ Dewees Hall

_____ Kitchen

If requesting use of kitchen, please describe in detail how kitchen facilities will be used (i.e. to prepare food, to store and serve previously prepared food, etc). Please note that use of silverware and dishes is reserved for parish activities only.

Explain janitorial services required.

Please describe the activities that will occur during the function, and any special arrangements you require.

DONATION PLEDGE & CONDITIONS OF USE AGREEMENT

Before filling out the following, please review suggested minimum donations in our Building Use Policies and Fees document.

Building use donation: \$ _____
Janitorial services: \$ _____
Use of kitchen: \$ _____
Total donation: \$ _____

I agree to abide by the conditions and restrictions set forth in the Conditions of Use section of Saint Paul's by-the-Sea Building Use Policies and Fees.

Signature _____ Date

Name

Name of Organization

This contract is not valid until approved by St. Paul's by-the-Sea Episcopal Church.