St Paul's Church Facility Request Form

Complete this form to request church space for your event or activity. Submitting this form does not guarantee availability—confirmation will be sent once booking is approved, along with any additional instructions.

Event Information

Event/Activity Name: _____

Description of Event: _____

Is this a church sponsored event/activity ☐ Yes ☐ No

If yes, which team is sponsoring the event/activity: _____

Is this a fundraiser? ☐ Yes ☐ No

If yes, where are the proceeds being allocated? _____

Will you be submitting any expenses? ☐ Yes ☐ No

If yes, what budget are the expenses to be allocated to? _____

Is food being served? ☐ Yes ☐ No

If yes, provide the name of the person responsible for Food Handling _____

Note: Ontario Regulation 493/17 Food Premises: requires at least one certified food handler or supervisor present at all times when food is prepared, served, and handled. For bake sales, church dinners and events where food is being prepared in uninspected home kitchens, a donor list for food is to be maintained.

Date & Time

Requested Date(s): _____

Arrival Time: _____ AM/PM Departure Time: _____ AM/PM

Event/Activity Start Time: _____ AM/PM End Time: _____ AM/PM

Is this a recurring booking? ☐ Yes ☐ No

If yes, please specify frequency (weekly, monthly, etc.): _____

Are any additional dates/times required for set-up and/or clean-up ☐ Yes ☐ No

If yes, please specify: _____

Do you require a key to access the building? ☐ Yes ☐ No

Will you need to use D'Arcy Street Accessible Entrance? ☐ Yes ☐ No

Name of person(s) responsible for monitoring door(s): _____

Important Note: Any exterior door that is unlocked must be monitored at all times.
Any interior fire door that is propped open must be closed before departure.

Equipment & Setup Needs

☐ Portable Speaker & Microphone ☐ Wi-Fi Access

☐ AV Booth Sanctuary ☐ Audio/Music ☐ Visual Projection (St Paul's Technician required – fees may apply)

☐ Podium/Lectern ☐ Grand Piano (sanctuary) ☐ Organ (sanctuary)

☐ Tables: _____ (how many) ☐ Chairs: _____ (how many)

Note: Organizers are responsible for setting up their own tables & chairs

☐ Other Equipment: _____

Will you be putting up any decorations or special displays? ☐ Yes ☐ No

Note: Items and equipment borrowed or moved must be returned to original location immediately after the event/activity. Decorations must be removed immediately after the event and St Paul's Decorating Policy must be followed.

Room/Space Requested

☐ Sanctuary Platform Cleared ☐ Yes ☐ No

☐ Fellowship Hall Stage Required ☐ Yes ☐ No

☐ Fellowship Hall Kitchen

☐ Gathering Room

☐ Chapel

☐ Chapel Kitchen

☐ Music Room

☐ Other: _____

Organizer Contact Information

Group/Team Name: _____

Primary Contact Person: _____ Phone Number: _____

Email Address: _____

Additional Notes or Requests

_____

_____

Date Submitted: _____