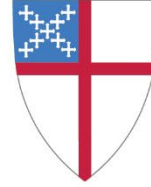




St. James Episcopal Church
knowing and serving God by serving others
3768 Germantown Pike, Collegeville, PA 19426
610-489-7564 www.stjames-episcopal.org



REQUEST FOR BUILDING USE

Subject to availability, St. James' Episcopal Church offers the use of Platt's Hall, the kitchen and/or the meeting rooms located in the basement. Please fill out your request below.

Contact Name: _____

Contact Number: _____ Email: _____

Organization: _____

Type of Event/Function: _____

Date Needed: _____

Time Needed: Start Time _____ End Time _____

Rooms Needed: (Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Platt's Hall | <input type="checkbox"/> Meeting Room 3 |
| <input type="checkbox"/> Kitchen <i>*please see below for details</i> | <input type="checkbox"/> Meeting Room 4 |
| <input type="checkbox"/> Meeting Room 1 | <input type="checkbox"/> Multi-Purpose Room/Nursery |
| <input type="checkbox"/> Meeting Room 2 | |

***For Kitchen Use:**

St. James' has a contracted rental agreement with Sweet Ginger Cakery (Emily) for kitchen use. If you need to use the kitchen, it will require some flexibility on everyone's end, and will require approval from Emily, as she is a paying tenant.

1. Print and fill out this form
 2. Place completed request form in Sweet Ginger mailbox for Emily to sign off on
 3. Emily will sign and place in the Office Admin's mailbox
 4. St. James' will notify the contact person of approval
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