

# St. John's Church ~ Georgetown      Space-Use Contract

3240 O Street NW, Washington, DC 20007 ~ 202-338-1796

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Date(s) of use \_\_\_\_\_

Space being used    Blake Hall    Kitchen    Atrium    Church    Chapel  
 Piano    Parking lot (*depending on availability*)

Start time of event \_\_\_\_\_ Ending time of event \_\_\_\_\_ Total hours \_\_\_\_\_

The contribution for Blake Hall, with or without the kitchen, is \$250 per hour. An additional contribution may be requested for use of other space(s) and/or for use of space beyond 9 p.m. Parishioners of St. John's may use the space at no charge.

Name of person or organization \_\_\_\_\_

Event/purpose for use \_\_\_\_\_

Contact person \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Total space-use contribution \$ \_\_\_\_\_ Total sexton fee \$ \_\_\_\_\_

It is at the discretion of St. John's Parish to determine whether a staff sexton (custodian) needs to be on-site during your event. The fee for the sexton is \$175 for up to five hours; \$350 for up to 10 hours; more than 10 hours will be negotiated.

Sexton is required for this event.       Sexton is not required for this event.

Set-up time prior to event \_\_\_\_\_

Outside group responsible for set up. Who \_\_\_\_\_

St. John's sexton responsible for set up. Include a detailed diagram of set-up instructions.

Expected deliveries or other instructions \_\_\_\_\_ (*continue on back*)

Accepted by \_\_\_\_\_ Date \_\_\_\_\_

Please sign, date and fax to St. John's at 202-338-3921. Contact the Parish Office at 202-338-1796 to arrange method of payment or, if you have any questions.