

St. James Lutheran Church  
2437 Niagara Road  
Niagara Falls, NY 14304  
(716) 731-4057

**Fellowship Hall Use Application**

Date Submitted: \_\_\_\_\_

Name of Group, Member or Person Requesting Use: \_\_\_\_\_

If applicable, Name of Group Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

**\*\*\* A 4-digit lockbox code and instructions will be e-mailed to access the Fellowship Hall key**

Date of Requested Use: \_\_\_\_\_ Time: (beginning & ending): \_\_\_\_\_ # Hours \_\_\_\_\_

# of persons expected: \_\_\_\_\_ Person Responsible for lock-up: \_\_\_\_\_

Purpose: \_\_\_\_\_

Will kitchen be used for: Preparing food \_\_\_\_\_ Serving catered/prepared food \_\_\_\_\_

Will any alcoholic beverages be consumed? \_\_\_\_\_

If so, what will be served: \_\_\_\_\_

Who will be responsible to ensure that no minors are served, and that consumption is kept to a common-sense level? \_\_\_\_\_

Signature of Person Responsible for Alcohol Policy: \_\_\_\_\_

-----  
Suggested member donation \$75.00 for first 6 hours, then \$25.00 for each hour over 6 \$ \_\_\_\_\_

Non-member donation to use fellowship hall: \$150 for first 4 hours, then \$50.00 for each hour  
over 4, plus \$100 for use of kitchen \$ \_\_\_\_\_

**These fees do not include kitchen supplies, please bring your own.**

Non-member Security Deposit of \$100 \$ \_\_\_\_\_

(will be refunded less expenses for missing or damaged items)

**Total Amount Due upon acceptance \$ \_\_\_\_\_**

Please make check payable to St. James Lutheran Church and noted as Fellowship Hall Usage.

The deposit should be with a separate check.

Events cancelled at least 10 days in advance will receive a complete refund.

**I have read the terms of St. James Fellowship Hall use policy and agree to be bound by them.  
I also agree to complete the fellowship hall lock-up checklist and return the key to the church  
office within 3 days of the event.**

Signature of applicant: \_\_\_\_\_

Approved by St. James Fellowship Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Members rates apply only to St. James members and their immediate family.**  
Revised 4/27/2017