



St. Luke's  
EPISCOPAL CHURCH

## FACILITIES USE APPLICATION

Date and  
Hours of  
Use:

\_\_\_\_\_

\_\_\_\_\_  
(if flexible, please list alternatives.)

Facility  
Desired:

\_\_\_\_\_

\_\_\_\_\_  
(i.e., Sanctuary, Alison Library, Parish Hall, Basement Meeting Rooms,  
Other – please specify.)

Describe  
The use:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Contact  
Person:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Is admission/registration being charged?

Yes \_\_\_\_\_

No \_\_\_\_\_

Are you applying for a waiver of fees?

Yes \_\_\_\_\_

No \_\_\_\_\_

Have you read the policy statement?  
(statement attached)

Yes \_\_\_\_\_

No \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

St. Luke's Episcopal Church  
501 Wallace Avenue  
Coeur d'Alene, ID 83814  
208-664-5533

## FACILITIES USE POLICY

St. Luke's Episcopal Church is owned by the Episcopal Diocese of Spokane and operated on the donations of its members. All applications for building use are reviewed by the Rector, the People's Warden, and the Vestry (Board of Directors). All applications for waivers of fees are reviewed by the Vestry, with recommendations from the Rector and the People's Warden.

St. Luke's building use policy was formulated to help offset operating costs, not for profit. The policy was approved by St. Luke's Vestry, which retains the right to waive or discount fees if an event or use is one which the Vestry, in its sole discretion, elects to subsidize by the use of church funds by waiving fees and thereby absorbing operating costs.

Fees help keep the facilities open and available. Organizations with large memberships, funding, or fund raising ability may not reasonably expect a fee waiver except in extraordinary circumstances or church co-sponsorship.

Schedule of Fees:	\$ _____	Parish Hall and kitchen if needed
	\$ _____	Sanctuary
	\$ _____	Alison Library and kitchen if needed
	\$ _____	Basement Meeting room

Applicant's use of facilities is at the sole risk of the Applicant, its members, guests and other invitees, and by filling out this application, Applicant, on behalf of itself and its membership, guests, and other invitees, expressly agrees to protect, indemnify and defend St. Luke's, its officers, Directors, Vestry members, and employees from and against any and all claims, suits, disputes or other actions associated with Applicant's use of the facilities. The Officers and the Vestry of St. Luke's Episcopal Church reserve the right to exclude, cancel, deny access to and otherwise prohibit the use of its facilities by or to anyone at any time, without explanation or reason given therefore. By completing this application, Applicant expressly agrees to these terms and waives any rights it may have regarding equal protection, protection from discrimination or other legal rights associated with its application or intended use of St. Luke's facilities.