



ST. LUKE'S EPISCOPAL CHURCH

501 E. Wallace Ave.
Coeur d'Alene, ID 83814
(208) 664-5533
admin@stlukesca.org

Event Information and Reservation Request

Please return to the Parish Administrator at least 30 days prior to the event.

Date of Event _____

Event Time - Begins _____ Ends _____

Set Up Time Required? _____

Event Title _____

Sponsoring Organization/Group _____

What is the topic of your meeting or event? _____

Contact Person Name _____

Telephone _____ Email Address _____

Backup Contact Person Name _____

Telephone _____ Email Address _____

Location/Room(s) Needed _____ Kitchen? - Yes ☐ No ☐

Open to Public? - Yes ☐ No ☐ Cost? _____

Where and when tickets available and from whom?

Anything you would like to add?

By signing below, I agree to St. Luke's Building and Grounds Use Policy. I understand that if this policy is not followed, future reservation requests will be denied.

Signature _____ Date _____

Please see reverse for fee information.

Fee Schedule

1. **Nave (Sanctuary):** \$300 per use plus a \$40 cleaning fee
 2. **Parish Hall (Talbot Hall, includes restroom, excludes kitchen):**
 - a. One-time use:
 - More than 1 hour, up to 2 hours: \$60 plus a \$12 cleaning fee
 - Half day (up to 4 hours): \$75 plus a \$15 cleaning fee
 - Full day (up to 8 hours): \$125 plus a \$40 cleaning fee
 - b. Weekly use: \$500/week plus a \$75 cleaning fee (one cleaning per week). Weekly use allows use of the Hall for 4-6 continuous hours, up to five days in one week without disrupting church programs.
 3. **The Alison Room:**
 - One-time use: \$40/hr or \$100 for up to 5 hours, plus \$15 cleaning fee
 - Weekly use (up to 2-5 continuous hours per day, up to five days per week): \$400/week plus a \$75 cleaning fee
 4. **Kitchen:** \$125 per date of use.
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Total reservation fee: _____

Date deposit received: _____ Deposit amount: _____

Date final payment received: _____ Final payment amount: _____

Date proof of insurance received: _____

Date waiver of liability received: _____