



GREAT NECK EPISCOPAL MINISTRY

All Saints and St. Joseph's at 855 Middle Neck Road, Great Neck, NY 11024 Tel: (516) 482-5392
St. Paul's Ministry Center at 68 Grace Ave, Great Neck, NY 11021 Tel: (516) 482-0542
The Rev. Constance Lorenz, Deacon | The Rev. Joseph Pae, Priest

Use of Building(s) Form

The various facilities of our churches' physical plants are available for the community's use. The monies requested by GEM for such use enables the meeting of operational expenses and carry out its religious mission and purposes, as well as contributing toward the maintenance of GEM's historic buildings.

Name / Organization _____

Address _____

Contact Person _____ Date(s) of Use _____

Telephone _____ Cell Phone _____

A. All Saints: Church ____ Huske Hall ____ Conf Room ____ Kitchen ____

B. St Paul's Ministry Center: Church Building ____ Parish Hall ____ Lounge ____
Kitchen ____

C. Starting Time _____ Ending Time _____ Number of People _____

D. Purpose of Room Use:

E. Schedule of Donations & facility use fees

For Parish Members:

A fee of \$150 for the Sexton and a donation to the church at the discretion of the member.

For Non-Members: \$150 for sexton plus an hourly fee for the usage of the particular facility.

All Saints	Usage Fee per Hour
Church	\$150/hr
Huske Hall	\$125/hr
Conference Room	\$75/hr
Kitchen	\$75/event

St. Paul's	Usage Fee per Hour
Church	\$150/hr
Parish Hall	\$125/hr
Lounge	\$75/hr
Dance Studio	\$100/hr
Kitchen	\$75/event

General Directions

- 1) All applications are subject to the approval of the clergy team of the Great Neck Episcopal Ministry (GEM).
- 2) A deposit of \$ 100.00 must be made at the time of application.
- 3) Set up may be done prior to the event as long as scheduled in advance with the church. Use must end at 10:00 pm unless otherwise agreed upon.
- 4) Buildings must be restored to original condition. Please remove and clean any decorations or set ups. Any extra costs incurred in returning the facilities to a condition satisfactory to church must be paid.
- 5) Use of kitchen is limited to storage and preparation. No cooking is allowed unless otherwise agreed upon.
- 6) Absolutely no smoking indoors.
- 7) No alcoholic beverages served in any facilities without the prior written approval of the clergy.
- 8) All trash must be picked up and left in garbage bags securely closed and left in the kitchen.
- 9) Problems of an emergency nature are to be reported immediately to the sexton: (516) 835-5511

E. All Saints/St. Paul's will be reimbursed for its costs, as set out in the SCHEDULE OF DONATIONS AND USAGE FEES in effect at the time of the event. Among these costs will be included the labor required to return the facilities to a condition satisfactory to church.

In consideration of church's consent to aforesaid use, the undersigned hereby undertakes and agree forever to indemnify and hold harmless, All Saints, St. Joseph's, St. Paul's (Great Neck Episcopal Ministry), located at 855 Middle Neck Road and 68 Grace Avenue. Great Neck, NY

from any and all claims, actions, causes of action, proceedings, liability, loss, damage or expense of any kind or nature whatsoever including, but not limited to, interest cost, disbursement, and attorney's fees, which it may at any time incur or sustain by reason of or in connection with the use of said premise.

Date _____ Print Name/Organization _____

Signature (authorized officer) _____

For Office Use Only

Deposit Received

Entered on Parish Calendar

Check _____ Cash _____

Date _____

Date _____

Sexton Informed

Date _____