

**St. Stephen's Episcopal Church**  
3 Main Street Middlebury, Vermont 05753  
www.ststephensmidd.org Parish Office: ststephensmiddlebury@gmail.com

Event \_\_\_\_\_

# of participants expected \_\_\_\_\_

Date of Event \_\_\_\_\_ Event time \_\_\_\_\_ to \_\_\_\_\_

Organizer's Arrival time \_\_\_\_\_ Departure \_\_\_\_\_

Unless otherwise requested below, our protocol is for the side door to unlock 15 min. before the event's start time and lock 15 min. after the event's start time.

Request for side door to unlock at \_\_\_\_\_ and lock at \_\_\_\_\_

Organization \_\_\_\_\_ Non-profit ☐ For-profit ☐

Organizer/Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Contact E-mail \_\_\_\_\_

Room Requested	Capacity	Standard Fee	Non-profit Fee
<input type="checkbox"/> Parish Hall	Seats 80 persons for a lecture, 60 persons seated at tables, or 200 persons standing for a reception	<input type="checkbox"/> \$30/hour	<input type="checkbox"/> \$0
<input type="checkbox"/> Kitchen	Equipped with 2 electric ranges, a standard refrigerator, and a dishwasher. 4-5 persons may work comfortably in this space.	<input type="checkbox"/> \$25/hour	<input type="checkbox"/> \$0
<input type="checkbox"/> Church- nave and sanctuary	Seats 250 persons at full capacity in pews.  No food allowed in the sanctuary without permission	<input type="checkbox"/> \$250/event* (*an additional \$100 for weekend use requiring extra custodial services to prepare for Sunday worship)	<input type="checkbox"/> \$0* (*an additional \$100 for weekend use requiring extra custodial services to prepare for Sunday worship)
<input type="checkbox"/> Upper Meeting Room	20 persons seated at tables or about 30 persons seated for a lecture.	<input type="checkbox"/> \$25/hour	<input type="checkbox"/> \$0

OTHER NEEDS:

# of tables \_\_\_\_\_ # of chairs \_\_\_\_\_

Ongoing groups will be responsible for set up and take down of tables and chairs.

Church- nave and sanctuary

☐ Sound system (Prior approval is required for the use of other sound systems and electronic devices, and is subject to the technological assistance fee of \$35/hour.)

☐ Zoom transmission \*

☐ Organ   ☐ Piano (*Piano is not to be moved unless permitted in advance*)  
(subject to approval by our music ministry staff)

Upper Meeting Room

☐ Smart TV \* (Prior approval required)

\*Technological assistance needed by any group may be provided by our Facilities Manager and will be billed at an additional hourly rate of \$35 per hour. Both non-profit and for-profit organizations pay this fee directly to the Facilities Manager at least one week in advance.

St. Stephens requests at least one week's notice of requests needing prior approval.

Nothing should be affixed to walls, doors, ceilings, or posts without permission. Use blue painter's tape only. No push pins, scotch tape, or masking tape.

Please use this space to describe additional space use requests:

---

---

---

Request Form received on \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_