

**Saint James Lutheran Church**  
**460 Annapolis St. West**  
**West Saint Paul, MN 55118**  
[www.saintjameslutheran.com](http://www.saintjameslutheran.com)    (651) 457-9232

**Facilities Use Fees**

	<b>For Members:</b>	<b>For Non-members:</b>
<p><b>Sanctuary</b>            (for wedding, anniversary, etc.            For a funeral, see # 2 below.)</p>	<p><b>\$150</b>            (\$50 for use and            \$100 for clean up)</p>	<p><b>\$250</b>            (\$150 for use and            \$100 for clean up)</p>
<p><b>Fellowship Room</b>            (for wedding reception, birthday            parties, etc. For a funeral, see            # 2 below.)</p>	<p><b>\$150</b>            (\$50 for use and            \$100 for set up and            clean up)</p>	<p><b>\$300</b>            (\$200 for use and            \$100 for set up and            clean up)</p>
<p><b>Fireside Room</b>            (for wedding shower, baby shower,            anniversary, birthday party, etc.            For a funeral, see # 2 below.)</p>	<p><b>\$100</b>            (\$50 for use and            \$50 for clean up)</p>	<p><b>\$200</b>            (\$100 for use and            \$100 for clean up)</p>

**Additional Information**

1. Facilities are not rented out for weddings not officiated by Saint James pastors.
2. A fee is not charged for use of the Sanctuary, Fellowship Room, or Fireside Room for a funeral, but we appreciate a donation to cover the cost of utilities and cleaning.
3. Payment for the use of one area in the church does not include use of other areas.
4. Payment for use of the facilities should be made in advance at the church office. **Make checks payable to Saint James Lutheran Church.**
5. To arrange to use the Fellowship Room or the Fireside Room for a family or social event, contact Carolyn Bohrer at 651-454-1633 or Shirley Grabuski at 651-457-2529. To request use of facilities for an organization not affiliated with Saint James, contact Karen Ruda, Chairperson of the Stewardship Committee at 651-735-1230. To arrange to use the Sanctuary, see one of the pastors.
6. Light lunches, such as cake, doughnuts, and coffee, may be served in the Fireside Room, but full meals are limited to the Fellowship Room where a full-size kitchen is available.
7. When members of the Saint James Ladies' Guild assist in serving funeral lunches, a gift of appreciation to the Guild is encouraged. Checks may be made out to the Saint James Ladies' Guild, and be turned in at the church office or be mailed to the Ladies' Guild in care of the church at the address given above.
8. If there is damage to the building or furnishings, the responsible party will be billed.

- - - - - Cut here, and turn in the Consent form below; keep the information above - - - - -

**User's Consent**

I have read the information above, and agree to the terms. I agree to pay for any damages resulting from use of church facilities for my event. I request to use (circle appropriate facility name/names)    The Sanctuary,    The Fellowship Room,    and/or The Fireside Room    on the date of \_\_\_\_\_ for (type of event)\_\_\_\_\_.

Signed \_\_\_\_\_

Date signed \_\_\_\_\_

*(Recommended by the Saint James Stewardship Committee on January 16, 2007, and approved by the Vestry on February 26, 2007)*