

# ST. MARK'S PERFORMANCE SPACE FACILITY REQUEST

(Form for Groups/Individuals affiliated with UConn)

Date of Event: \_\_\_\_\_ Performer Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*Mailing Address required for refundable deposits*

Type of Event: \_\_\_\_\_ Setup Time: \_\_\_\_\_ Concert Start: \_\_\_\_\_ End Time: \_\_\_\_\_

Reception:  Yes  No If yes, Food/Drink? \_\_\_\_\_ Use of Kitchen requested? \_\_\_\_\_

Dress Rehearsal Date: \_\_\_\_\_ Rehearsal from: \_\_\_\_\_ to \_\_\_\_\_

**Building Fee:** Waived **Reservation Deposit** (for both Event and Dress Rehearsal)--*Refundable*: **\$50 \***

Checks made payable:  
**St. Mark's Chapel**

*Reservation Deposit is refundable under the following conditions:*

- 1) All areas used are tidied and all furniture placed in its original position.
- 2) No damage incurred to the facilities or musical instruments.
- 3) Your event starts and ends at the scheduled times.

**Musical Instrument Usage Request:**  Yes  No If yes, **Instrument Maintenance Donation:** **\$35 \***

Please indicate:  Piano (Chapel)  Organ  Piano (Goodwin Hall) **Approved:** \_\_\_\_\_

Accompanist: \_\_\_\_\_ Contact Info: \_\_\_\_\_

**Sound Recording:**  None  Steve Lyons (UConn)  Other \_\_\_\_\_  Basic St. Marks (unmastered): **\$25 \***

*\* Reservation Deposit, Musical Instrument Maintenance Donation, and Basic St. Mark's Recording Fee (if applicable) can be waived at the sole discretion of the Minister of Music, Sarah Kaufold, for those members or employees of St. Marks Chapel or frequent volunteers of the St. Mark's Music Ministry.* **Approved:** \_\_\_\_\_

UConn Advisor: \_\_\_\_\_ / \_\_\_\_\_ Dept. \_\_\_\_\_  
*Printed Name / Signature*

**This event (including dress rehearsal) is not "Confirmed" until this form and applicable deposits and/or fees have been received by the St. Mark's Office and a confirmation email has been sent to the Contact Person.**

**By signing this form, I agree to accept all liability for any damages incurred to the facilities used during requested event, including all rehearsals, and agree to promptly reimburse the church for the cost of replacement or repair of any damaged church property.**

### FOR OFFICE USE ONLY

Date Submitted \_\_\_\_\_ Rec'd \_\_\_\_\_

Total Fees/Deposits \_\_\_\_\_ Check# \_\_\_\_\_

RD  MIU  SR Waived \_\_\_\_\_

Amount Refunded \_\_\_\_\_ Check# \_\_\_\_\_

Mailed \_\_\_\_\_ Initialed \_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant*