

## Use of Church Facility Request Form

Request must be made at least 2 weeks prior to event

Name of Person/Group Booking Event: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Function: \_\_\_\_\_ Estimated number of Guests: \_\_\_\_\_

Time Requested: **Reservations for 4 hours do not include extra time outside those hours for set up or clean up**

Event Date: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Access is available through? \_\_\_\_\_  I will need access to the building

Facilities Needed:

Sanctuary  Classroom(s) How many? \_\_\_\_\_  Youth Room

Fellowship Hall  Kitchen  ARK Park

Equipment Requests:

Sound System (additional fee and based on availability of staff)  Piano

Podium  Other: \_\_\_\_\_

Fellowship Hall Requests:

Tables – Round \_\_\_\_\_ (10)  Tables – 8ft \_\_\_\_\_ (6)  Chairs \_\_\_\_\_ (100)

The space will not allow the use of all tables that are available at one time.

## Rental Fees

**Refundable cleaning deposit of \$75 is required for all events**

### Classrooms

\$25 for up to 4 hours

\$50 for up to 8 hours

### Fellowship Hall

\$50 for up to 4 hours

\$100 for up to 8 hours

### ARK Park with access to the building

\$25 for up to 4 hours

\$50 for up to 8 hours

### Sanctuary

\$50 for up to 4 hours

\$100 for up to 8 hours

## Special Event Fees

### Weddings

Use of Sanctuary and Fellowship Hall: \$200

Church Hostess: \$100

The church hostess's fee includes a meeting with the bride and groom to determine space and equipment requirements, use of the facilities for 2 hours for the rehearsal and 6 hours for the wedding day. With hostess's consent, additional time may be available at \$25 an hour.

Audio Fee: \$50

Subject to the availability of a member of the audio-visual team.

### Memorials

Use of Sanctuary and Fellowship Hall: \$150

This includes a planning meeting with the pastor and use of the facilities for 6 hours.

Audio Fee: \$50

Church Hostess: \$50

\_\_\_\_\_(Initial) I have read the facilities use policy and understand my responsibilities.

\_\_\_\_\_(Initial) The group or individual using the facility is responsible for set up, clean up and return to normal set up of the facility.

\_\_\_\_\_(Initial) Due to limited space, trash must be taken off site and may not be placed in church containers or private containers located near the church building.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_