

CHURCH MEMBER FACILITY USE RESERVATION REQUEST FORM

NOTE: Event is not on church calendar until form is completed and approved. Date and/or time of your event is subject to change in the event a church need should arise.

NAME: _____

(Person and and Group name)

Address: _____ Phone: _____

Event: _____ Event Date: _____ Event Time: _____

Event publication in newsletter/screens **yes** If wedding please include time of rehearsal: _____

Date request made: _____ Taken by: _____

Expected attendance # _____

Space reserved: Sanctuary Classroom _____ Fireside Room Pavilion _____

CLC (equipment rm) Kitchen (Ice & refrigeration only , Cooking)

Time: (including unlock & set-up and clean-up & lock-up. Must be out by 9 PM)

Date: _____ AM/PM to _____ AM/PM

Date: _____ AM/PM to _____ AM/PM

Date: _____ AM/PM to _____ AM/PM

Set-up details: _____ **Key pick-up:** _____

RESOURCES AND FEES:

Sanctuary No cost to members

Sanctuary clean-up: \$75 _____

Removal of choir chairs/rails \$75 (optional) _____

Sound operator \$75 _____

(for 4 hours) (All wedding music must be approved)

Media operator \$50 (optional) _____

(for 4 hours, this is for screen usage, if needed)

Gymnasium No cost to members

Kitchen only No cost to members

Kitchen & equipment 1 qualified person @ \$10/hour _____

CLC clean-up \$75 _____

CLC Set-up/take-down Fee determined by qualified person

Tablecloths \$11/cloth (optional)

Fireside Room No cost to members

FEE DUE DATE: _____ (prior to event) YOUR TOTAL: _____ (initial)

Fees discussed? Y or N Policies & procedures discussed/given? Y or N

Premarital questionnaire filled out? Y or N Copy this page to requesting party: Y or N

COMMENTS: _____

FOR CHURCH USE ONLY:

APPROVAL: _____ DATE: _____

Copy to Sound: _____ Copy to Finance Secretary: _____

Copy to Media: _____

Music given to qualified person: Y or N Music approved by: _____