

REQUEST FOR USE OF FACILITIES

I have read and agree to the Church Rental Policy as stated in the Church Rental Booklet _____ (name)

DATE BUILDING IS NEEDED _____
Day, date and year

TIME OF EVENT _____ to _____
Set-up time/date _____

ROOM(S) NEEDED: _____ Fellowship Hall
Kitchen _____ Parlor _____
_____ Sunday School Room
_____ Which one
_____ Nave
_____ Other (place 'X' by rooms needed)

Group making request (list group and describe event please)

Fee (members \$50; Non-Member \$225) (due when you pick up building/storage closet keys)

Needs: Heat / Air Conditioning Sound System
Refreshments Lights
Tables/Chairs Audio Visual (what) Mic
Sexton Key
Supplies

Requested by: (contact person) _____

Request (today's date) _____

Phone (home) _____

(work) _____

(Place completed form in Secretary mailbox in the conference room)

To be filled in by Church Secretary

Calendar _____ Event same day [] yes [] no time ____

Description _____

Notes _____

Church Council approved date _____ Paid Date _____

(Remember that council must approve your request & the room(s) must be available that day. You will receive a confirmation that the room(s) is scheduled for your group after Council approval is rec'd.)

Please note: You are required to take all trash from your event with you when you leave.

Fees:

Fee for use of Fellowship Hall including Kitchen Members=\$50 non-members

\$225 plus a \$25 deposit