

Facility Use Application For Church Members Only

Event Leader Information

Name: _____ Today's Date: _____

Address: _____

Telephone: _____ Email: _____

Event Type

What type of event is this reservation for? _____

Are you requesting use of church facilities for an organization, club, or other group that you belong to?

Yes No Name of Group: _____

Is this a 501(C)(3) nonprofit organization or public school group? Yes No

Facilities and Days Desired

Buildings or Areas requested: Sanctuary Family Life Center

Picnic Area Playground

Dates & Time Needed: From _____ To _____

Other Services Available

Sound or Video requested (fees apply) Yes No

Table/Chair Setup Help requested (\$75 fee) Yes No

Tablecloths requested (fees apply) Yes No

Fee Schedule Worksheet

Important: For some events there are no charges. Please read the policy 2350 on the Use of Church Property by members, sections 14 and 15, prior to completing the fee schedule.

FEE SCHEDULE WORKSHEET

ITEM	UNIT PRICE	LINE TOTAL
SANCTUARY	\$200 DAILY	
Family Life Center	\$300 DAILY	
PICNIC SHELTER	NO CHARGE	\$0
PLAYGROUND AREA	NO CHARGE	\$0
TABLE & CHAIR SETUP HELP	\$75	
TABLECLOTH RENTAL SUBTOTAL FROM NEXT PAGE		
AUDIO-VISUAL SERVICES SUBTOTAL FROM NEXT PAGE		
TOTAL DUE AT TIME OF RESERVATION		

Check if requesting waiver of rental fees beyond the third day of use.

TABLECLOTH RENTAL

QUANTITY	ITEM	UNIT PRICE	LINE TOTAL
(Max 3)	CLEANING FEE 12 FEET TABLECLOTHS	\$8	
(Max 6)	CLEANING FEE 6 FEET RECTANGULAR TABLECLOTHS	\$8	
(Max 46)	CLEANING FEE 60 INCH ROUND TABLECLOTHS	\$8	
	TOTAL (ENTER ON PREVIOUS PAGE)		

AUDIO-VIDEO SERVICES

QUANTITY	ITEM	UNIT PRICE	LINE TOTAL
	SMALL PORTABLE SOUND SYSTEM	NO CHARGE	\$0
3 HOURS (MINIMUM TIME)	AUDIO TECHNICIAN LABOR ½ HOUR SET-UP 2 HOUR EVENT SERVICE ½ HOUR TAKE-DOWN	\$100	
	EACH ADDITIONAL HOUR OR PORTION OF HOUR AUDIO TECHNICIAN LABOR	\$35	
3 HOURS (MINIMUM TIME)	VIDEO TECHNICIAN LABOR ½ HOUR SET-UP 2 HOUR EVENT SERVICE ½ HOUR TAKE-DOWN	\$100	
	EACH ADDITIONAL HOUR OR PORTION OF HOUR VIDEO TECHNICIAN LABOR	\$35	
	TOTAL (ENTER ON PREVIOUS PAGE)		

For Church Office Use Only

Fee Total \$ _____

Amount Paid \$ _____