

# Facility Use Application For Non-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 \_\_\_\_\_

**(Note: The church facilities are not available during the month of December.)**

## 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
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## FEE SCHEDULE WORKSHEET

ITEM	UNIT PRICE	LINE TOTAL
DAMAGE / CLEANING DEPOSIT	\$100	\$100
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		
<b>TOTAL DUE AT TIME OF RESERVATION</b>		

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

## TABLECLOTH RENTAL

QUANTITY	ITEM	UNIT PRICE	LINE TOTAL
1	TABLECLOTH DAMAGE DEPOSIT (REFUNDABLE)	\$50	\$50
(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	
	<b>TOTAL</b> (ENTER ON PREVIOUS PAGE)		

## AUDIO-VIDEO SERVICES

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

For Church Office Use Only

Fee Total \$ \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_