

Property Use Request Form

Submission of this request form and deposit does not ensure that the event described below will be placed on the church's calendar.



Fee Schedule		
	MEMBER	NON-MEMBER
1. Use of Facilities		
A. Sanctuary	\$ 0.00	\$ 600.00
B. Kitchen	\$ 0.00	\$ 200.00
C. Large Assembly Room	\$ 0.00	\$ 200.00
2. Services		
A. Audio	\$40/hr	\$55/hr
B. Custodian	\$25/hr	\$55/hr

Guest/Member Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Date of Event: / / _____ Event Purpose: _____
mm/dd/yyyy

Sponsored By: _____

Event Time: _____ to _____

Time the building needs to be open for set up: _____ Time the building needs to be locked after clean up: _____

Rooms to be used: _____

Food to be served? YES NO If so, where? _____

Equipment needed: _____

Indicate on the back of this form what tables and chairs will be needed.

Disclaimer and Signature

I have read the Property Use Policy and agree to abide by the policy.

Signature: _____ Date: _____

Church Use Only

Application reviewed / approved by: _____ Date: _____

Deposit amount received: _____ Date: _____

Comments: _____

Room Set Up

Room #: _____

Day of the week: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

Occupied by: PRE-SCHOOLERS ELEMENTARY CHILDREN YOUTH/ADULTS

Tables needed: _____ Rectangular (30" x 6') Available: 2
_____ Rectangular (30" x 8") Available: 5
_____ Round (60") Available: 10

Chairs needed: _____ Sanctuary Available: 300
_____ Classrooms Available: ??

If we do not have enough tables and chairs available, it will be your responsibility to rent what is needed, but cannot exceed the room's capacity.

Please draw a diagram of the desired set up below (indicate walls, doors, white boards, placement of tables/chairs).