



This form is to be completed if you wish to use the church building for any meeting, gathering or special event (i.e. *wedding, worship service*) to include any or all parts of the facility and grounds. Fully complete all the required information. Respond "N/A" to any request that does not apply to your request. Upon completion, return to the church office (M-T / 8a-6p) or the church office mailbox located in the Ministries' Workroom. **You must complete and submit this form at least 30 days prior to event. Church administration reserves the right to deny any request if not received at least 30 days before the event.** You will be notified of approval/denial. Thank you!

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## PLEASE PRINT

Today's Date \_\_\_\_\_

Name: \_\_\_\_\_ Member \_\_\_\_\_ Non-Member \_\_\_\_\_

Contact phone: (day) \_\_\_\_\_ (cell) \_\_\_\_\_ (home) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Secondary contact: Name \_\_\_\_\_ Phone # \_\_\_\_\_

Type of Event: \*\* \_\_\_\_\_ Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time of Event:      Set up Time: \_\_\_\_\_ AM/PM      Event Start Time: \_\_\_\_\_ AM/PM

                                 Event End Time: \_\_\_\_\_ AM/PM      Clean-up Time: \_\_\_\_\_ AM/PM

Is this meeting ongoing?:    N/A \_\_\_\_\_    Weekly \_\_\_\_\_    Bi-Weekly \_\_\_\_\_    Monthly \_\_\_\_\_

Explanation/Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\* NO food in Sanctuary, Boardroom or Classrooms \*\***

Room needed (check all that apply):       Sanctuary       Multipurpose       Kitchen

Boardroom       Music Room       Classroom(s)\*

Library

\*How many classrooms needed \_\_\_\_\_/Classroom #(s) \_\_\_\_\_

Items needed:       TV       VCR /  DVD       Projector

Easel       Microphone       Screen(circle which)  
   Sanctuary / Portable

How many people expected to attend? \_\_\_\_\_

## =====OFFICIAL OFFICE USE=====

Date form received: \_\_\_\_\_      Date placed on calendar: \_\_\_\_\_

**\*\* Please note:** Depending on the type of event requested, additional documentation may be required. If you are requesting use of the kitchen, you will be contacted by the Culinary Ministry and may be asked to provide insurance information. In addition, the person(s) using/renting the facility will be responsible for any set up/take down of additional tables and chairs **AND** will be responsible to clean up and return any items to their original location. Also, if advertising is needed for this event, consider beginning this process at least **60** days before the event.

**Cost for use of facility: \$\_\_\_\_\_.**

**Deposit received:** \_\_\_\_\_ / \_\_\_\_\_ **Balance due by:** \_\_\_\_\_  
(amount) (date) (date)

**Subsequent payment:** \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
(amount)/(date) (amount)/(date) (amount)/(date)

**Balance:** \_\_\_\_\_                      **Balance:** \_\_\_\_\_                      **Balance:** \_\_\_\_\_  
(amount)/(date) (amount)/(date) (amount)/(date)

**Subsequent payment:** \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_  
(amount)/(date) (amount)/(date) (amount)/(date)

**Balance:** \_\_\_\_\_                      **Balance:** \_\_\_\_\_                      **Balance:** \_\_\_\_\_  
(amount)/(date) (amount)/(date) (amount)/(date)

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<b>Additional Usage Fees</b>	<b>Member</b>	<b>Non-Member</b>
Sanctuary	<b>\$250.00</b>	\$600.00
Multipurpose and kitchen	<b>\$400.00</b>	\$600.00
Multipurpose Room Only	<b>\$200.00</b>	\$500.00
Board Room	<b>Free*</b>	\$50.00
Classrooms	<b>Free*</b>	\$50.00
<b>Wedding (see wedding packet)*</b> Includes the rehearsal and reception	<b>\$400.00</b>	<b>\$1,200.00</b>

***Trustee Ministry Executive Committee***

Carl Bailey, Chair                      Contact #: 704.258.6537  
Calvin Chambers, Vice Chair      Contact #: 704.557.6374  
Audrey Wallace, Secretary        Contact #: 704.606.7226  
Cynthia Stephens, Chaplain        Contact #: 704.622.5209