



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: \$_____ .00

Deposit received: _____ / _____ Balance due by: _____
(amount) (date) (date)

Subsequent payment: _____
(amount)/(date) (amount)/(date) (amount)/(date)

Balance: _____
(amount)/(date) (amount)/(date) (amount)/(date)

Subsequent payment: _____
(amount)/(date) (amount)/(date) (amount)/(date)

Balance: _____
(amount)/(date) (amount)/(date) (amount)/(date)

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

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