



Building Use Reservation Form for Downtown Church (events other than weddings)

Area Requested:

- Auditorium Family Life Center Main Kitchen Lobby/Coffee Bar
- Downstairs Fellowship Hall Downstairs Kitchen Pavilion/Playground Patio
- Classrooms (List room numbers): _____

Requested Date: _____ or recurring dates: _____

Event Time: _____ to _____ Full Reservation Time: _____ to _____ *(include set-up/take-down time)*

Group Requesting Facility: _____

Responsible Person Requesting Facility: _____

Address: _____

Telephone: _____

Type of Activity: _____ Number in Group: _____

Equipment Requested (audio/visual, basketball goal down, etc.): _____

Name and phone number of person/sponsor to be supervising activity:

Name: _____ Phone: _____

I have received the Facilities Use Policy and understand it must be followed in order to avoid any additional fees:

Printed Name	Signature	Date
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Staff Member Taking Request: _____ Date: _____

Each deposit AND usage fees are separate checks. Other fees are made to the designated individual.

Usage Deposit: \$ _____ Date Due: _____ Date Paid: _____

Custodial Deposit: \$ _____ Date Due: _____ Date Paid: _____

Usage Fees (See attached page): \$ _____ Date Due: _____ Date Paid: _____

Custodial Fee: \$ _____ Date Due: _____ Date Paid: _____

A/V Fee: \$ _____ Date Due: _____ Date Paid: _____

Setup/Teardown Fee: \$ _____ Date Due: _____ Date Paid: _____

Notes: _____