



**MEMBER: OUTSIDE ORGANIZATION/PRIVATE EVENT  
FACILITY RENTAL CONTRACT**

Requestor:  Date:

Street Address:

Phone Number(s):  C  H

Facility Rental Date:

Purpose of Event

Email:

Event Begin Time:  Event End Time:

Number of Guests Attending:

Space Requested:

**Space Request/Capacity/Fee:**

- Atrium (25-40 w/tables) \$500  Bridal Suite (3-4) \$100  Chapel (75) \$800
- Classroom (Rooms 203, 205, and 206) (25) \$175  Corbin Lounge: (30) \$400
- Fellowship Hall (350 w/ tables & 450 wo/tables) & w/tables \$1,000  Gallery (25-30) \$400
- Kitchen (15) \$150  Library: (25-30) \$100  Parking Lot (75) \$750  Plaza (30-40) \$500
- Quiet Room (10) \$200  Reaffirmation Garden (25-30) \$750  Sanctuary (600) \$1,000
- Facility Rental w/ Security Officer (100 and under - 1 Officer \$200  (100+) -2 Officers \$400

**PAYMENTS ACCEPTED BY BANK CHECK/MONEY ORDER/CREDIT-DEBIT CARD ONLY**

\$  Facility Rental Security Police Officers (Required)

\$  Facility Rental Security Deposit - \$750.00 (Required)

\$  Overtime Fee - \$100.00 per hour/or fraction of hour

\$  Sound Technician - \$75.00 per hour (If applicable)

\$  **Grand Total (Payable to Peoples Church)**

Requestor:  (Signature)

Operations Specialist:  (Signature)