



**MEMBER: OUTSIDE ORGANIZATION/PRIVATE EVENT  
FACILITY RENTAL REQUEST FORM**

**A \$750 Facility Rental Security Deposit Is Required.  
This deposit covers damages and the overtime fee of \$100/hour. The Security deposit is fully  
refundable if there is no damage, and the event stays within designated hours.**

<b>General Information:</b>	
Name of Requestor: <input style="width: 200px;" type="text"/>	Date Submitted: <input style="width: 150px;" type="text"/>
Telephone No. Day: <input style="width: 150px;" type="text"/>	Telephone No. Evening: <input style="width: 150px;" type="text"/>
Address: <input style="width: 600px;" type="text"/>	
Email Address: <input style="width: 300px;" type="text"/>	
Name of Organization: <input style="width: 250px;" type="text"/>	
<b>Type of Event:</b> Banquet <input type="checkbox"/> Meeting <input type="checkbox"/> Reception <input type="checkbox"/> Wedding <input type="checkbox"/> Fundraiser <input type="checkbox"/> Funerals <input type="checkbox"/>	
# Of Guests: <input style="width: 50px;" type="text"/>	Date of Event: <input style="width: 100px;" type="text"/>
Event Start Time: <input style="width: 100px;" type="text"/>	Event Ending Time: <input style="width: 100px;" type="text"/>
<b>SPACE REQUEST/CAPACITY/FEE:</b> <b>Atrium</b> (25-40 w/tables) \$500 <input type="checkbox"/> <b>Bridal Suite</b> (3-4) \$100 <input type="checkbox"/> <b>Chapel</b> (75) \$800 <input type="checkbox"/> <b>Classroom</b> (Rooms 203, 205, and 206) (25) \$175 <input type="checkbox"/> <b>Corbin Lounge:</b> (30) \$400 <input type="checkbox"/> <b>Fellowship Hall</b> (350 w/ tables & 450 wo/tables) & w/tables \$1,000 <input type="checkbox"/> <b>Gallery</b> (25-30) \$400 <input type="checkbox"/> <b>Kitchen</b> (15) \$150 <input type="checkbox"/> <b>Library:</b> (25-30) \$100 <input type="checkbox"/> <b>Parking Lot</b> (75) <input type="checkbox"/> \$750 <b>Plaza</b> (30-40) \$500 <input type="checkbox"/> <b>Quiet Room</b> (10) \$200 <input type="checkbox"/> <b>Reaffirmation Garden</b> (25-30) \$750 <input type="checkbox"/> <b>Sanctuary</b> (600) \$1,000 <input type="checkbox"/> <b>Facility Rental w/ Security Officer</b> (100 and under)= 1 Officer \$200 <input type="checkbox"/> (100+)= 2 Officers \$400 <input type="checkbox"/>	
<b>ROOM INFORMATION AND SETUP-TYPE:</b> <b>Sound System &amp; Technician</b> \$75/hour <input type="checkbox"/> <b>Microphone</b> \$50/each <input type="checkbox"/> How many will you need? <input style="width: 50px;" type="text"/> <b>LCD Monitor-Laptop-Live Stream</b> \$200 <input type="checkbox"/> <b>Musician(s)</b> <input type="checkbox"/> (Fees will be discussed during the planning meeting.)	
(13) Round Tables # <input style="width: 50px;" type="text"/> (6) Rectangle Tables # <input style="width: 50px;" type="text"/> (170) Chairs # <input style="width: 50px;" type="text"/>	
<b>SET-UP TYPE:</b> Banquet <input type="checkbox"/> Auditorium <input type="checkbox"/> Clear Space <input type="checkbox"/> T-Shape <input type="checkbox"/>	
Other: <input style="width: 300px;" type="text"/>	
Requestor Signature: <input style="width: 200px;" type="text"/>	Date: <input style="width: 100px;" type="text"/>
Operations Specialist: <input style="width: 200px;" type="text"/>	Date: <input style="width: 100px;" type="text"/>