



MEMBER CHURCH EVENT FACILITY USE AGREEMENT (OFFICE USE ONLY)

Requestor (Church Organization)

Contact Person: Date:

Street Address:

Phone Number (s): C H

Facility Use Date:

Purpose of Event:

Email:

Event Start Time: Event Ending Time:

Number of Guests Attending:

Space Request/Capacity/Fee:

- Atrium (25-40 w/tables) Bridal Suite (3-4) Chapel (75) Classroom (Rooms 203, 205, and 206) (25)
- Corbin Lounge: (30) Fellowship Hall (350w/ tables & 450 wo/tables) Gallery (25-30)
- Kitchen (15) Library: (25-30) Parking Lot (75) Plaza (30-40) Quiet Room (10)
- Reaffirmation Garden (25-30) Sanctuary (600)
- 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 Officers **(Required)**
- \$ Staff Maintenance Service Fee - \$160.00 **(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)