



NON-MEMBER: OUTSIDE ORGANIZATIONS 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.**

General Information:	
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"/>	
Type of Event: 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"/>
SPACE REQUEST/CAPACITY/FEE: Atrium (25-40 w/tables) \$1,000 <input type="checkbox"/> Bridal Suite (3-4) \$100 <input type="checkbox"/> Chapel (75) \$800 <input type="checkbox"/> Classroom (Rooms 203, 205, and 206) (25) \$175 <input type="checkbox"/> Corbin Lounge: (30) \$400 <input type="checkbox"/> Fellowship Hall (225 w/ tables & 500 wo/tables) & w/tables \$2,000 <input type="checkbox"/> Gallery (25-30) \$400 <input type="checkbox"/> Kitchen (15) \$150 <input type="checkbox"/> Library: (25-30) \$100 <input type="checkbox"/> Parking Lot (75) <input type="checkbox"/> \$750 Plaza (30-40) \$500 <input type="checkbox"/> Quiet Room (10) \$200 <input type="checkbox"/> Reaffirmation Garden (25-30) \$750 <input type="checkbox"/> Sanctuary (600) \$2,000 <input type="checkbox"/> Facility Rental w/ Security Officer (100 and under)= 1 Officer \$200 <input type="checkbox"/> (100+)= 2 Officers \$400 <input type="checkbox"/>	
ROOM INFORMATION AND SETUP-TYPE: Sound System & Technician \$75/hour <input type="checkbox"/> Microphone \$50/each <input type="checkbox"/> How many will you need? <input style="width: 50px;" type="text"/> LCD Monitor-Laptop-Live Stream \$200 <input type="checkbox"/> Musician(s) <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"/>	
SET-UP TYPE: Banquet <input type="checkbox"/> Auditorium <input type="checkbox"/> Clear Space <input type="checkbox"/> T-Shape <input type="checkbox"/> Other: <input style="width: 250px;" 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"/>