



Event Request Form

Today's Date: _____

Contact Person: _____

Phone: _____ Email: _____

Group/Purpose: _____

Date of Event: _____ Time of event: Begins _____ Ends _____

Church Sponsored Event: Yes No

Church Member Sponsoring Event: _____

Rooms Requested: _____

AV Equipment Needed: _____

Special Needs: _____

Deposit (50% of total when event is approved) _____

Room Fees: _____

AV Fees: _____

Custodial Fees: _____

Total Due at Prior to Event: _____

Approval and Notification:

Office Minister Music Director AV Wedding Coordinator Custodial

Rooms Available Capacity Per Hour Half-Day Full-Day

Sanctuary	321	\$50	\$175	\$300
Activities Room	200	\$40	\$135	\$200
Chairs, Round Tables and 8' Tables available				
Kitchen		\$15	\$50	\$100
Gym	499	\$50	\$200	\$350
Break out rooms	varies	\$15	\$40	\$60
Chapel	40	\$15	\$40	\$60
Parlor	10	\$15	\$40	\$60
Library	10	\$15	\$40	\$60

Sound System/ Sanctuary A/V/ Projector (HDMI)/ Video Screen

These must be run by church AV team member. Costs will vary

Volley Ball Net, Pickle Ball Court, Podium, Easel available at no charge

Custodial Charges will vary based on time, set up and clean up required.

Updated February 22, 2024