



Federated Church

West Lafayette, Indiana

Who We Are

United in Christ, diverse in opinion and committed to love.

What We Do

We seek to welcome all to enter God's "sacred space" framed by celebration, discipleship, Spirit-driven ministry and authentic companionship.

Contact as at

(765) 463-5564

www.federatedchurch.net



**Federated
Church**

2400 Sycamore Lane
West Lafayette, IN 47906

*Where individual belief
and a vibrant faith
community meet.*

*Come Enter
God's Sacred Space!*

*We Look
Forward to
Working
with You*

Facilities Reservations

***Federated Church
of West Lafayette Indiana***

Reserving a Site

Your reservation information

Your Name: _____

Date of Event: _____

Church Representative: _____

Title: _____

Representative May Be Contacted at: _____

Your Church Use Checklist

- Church Facilities Usage Agreement
- Reservation Form
- Payment \$ _____
- Security/Damage Deposit
- Evidence of Insurance

Notes: _____

Working Together

Our desire for your event's success and our commitment to being a "good neighbor" to the community prompts us to take your inquiry very seriously. For this reason we ask that you take time to work with us.

Thanks for Completing the Reservation Form



Registration forms are available at the church office or at www.federatedchurch.net

Thanks for Completing the Usage Agreement



This separate document describes in detail our partnership with you.

Thanks for Meeting Financial Obligations



See the following table of fees. Your total cost is based on the portions of the facility that will be used by your event. Those fees were established by our Board of Trustees.

Thanks for Providing a Deposit



Send your deposit by mail or drop it off at the church office during regular business hours. Your deposit will be applied to any clean up expenses or to your overall usage fee.

Thanks for Providing Evidence of Insurance



Your insurance provider can provide you with a way of documenting that your event is properly insured.

Fee Table

	Church Member	Non-Member
Event Coordinator first 4 hours additional 2 hours	\$50 \$25	\$50 \$25
TRIMMER HALL		
<150 people, <4hrs	\$125	\$250
additional hours	\$25/hr	\$25/hr
Food, beverages and/or use of kitchen	\$100	\$100
Audio/visual equipment and support	t.b.d. for each event	t.b.d. for each event
PARLOR	\$40	\$80

Food or beverages may not be served in the parlor without special permission.