

Federated Church Facility Request for Reservation

Today's Date: _____

USAGE TERM REQUESTED

Requested Usage Reservation date(s): _____
(referred to as the "Reservation Term" or the "Usage Term")

Hours Requested _____

Set-up start time: _____

Clean-up time: _____

Name of Group/Event/Ministry: _____

Requested Use (specify): _____

Affiliations, if any: _____

Contact person for reservation: _____

Phone: _____ Cell: _____

Email: _____

Rooms/Area needed in the Church Facilities(check as applicable):

_____ Trimmer Hall _____ Parlor _____ Other (specify) _____

If you know a member of the congregation, please provide their name: _____

Church Approved Event Coordinator: _____

STEP 1:

Pending approval, a copy of your proof of insurance will be required along with a \$50 non-refundable Reservation Fee and a security/damage deposit (as described below) paid to secure reservation. (Check will be cashed when event is approved and is not refundable unless cancellation occurs at least two weeks prior to event). (Insurance to be a minimum of \$1,000,000 liability, bodily injury and product liability, and a minimum of \$100,000 property damage

STEP 2:

If this Request is approved, read and sign the Church Facility Usage Agreement and Church Policy. Return, with all fees, to church office at least 30 days prior to reservation date.

STEP 3:

Enjoying your event on your assigned reservation date. Church event coordinator will be present to assist your activities. (See fee schedule below)

STEP 4:

Clean up. Clean up may be provided and a pre-arranged Cleaning Fee may be subtracted from your Security/Damage deposit. Your clean-up fee can and will be waived if building is left in satisfactory condition. The event coordinator will confirm clean-up is satisfactory.

FEE GUIDELINES FOR USE OF THE CHURCH

A \$100 SECURITY/DAMAGE DEPOSIT MUST BE MADE AT THE TIME THE EVENT IS SCHEDULED FOR Church Members

A \$200 security/damage deposit must be made at the time the event is scheduled for Non-Church Members

Trimmer Hall User Fees

Meetings with no food or beverage service:

	Church Members	Non-Members
4 Hours – up to 150 people (limit)	\$125.00	\$250.00
Additional Hourly Rate	\$ 25.00	\$ 35.00

An additional fee of \$100 will be made for all meetings that include food and/or beverages and/or use of the kitchen.

Parlor Usage Fees

	Church Members	Non-Members
30 people or less (Food or beverages may not be served in the parlor without special permission)	\$40.00	\$80.00

Additional User Fees for the Event Coordinator: Event coordinator (an independent contractor) fees: \$50 for 4 hour minimum; \$25 for additional two yours. Sound and visual equipment user fees may also be payable.

Approved: _____ Federated Church

Printed Name & Title: _____

Security/Damage Deposit due: _____ Date Paid _____

Reservation fee due: _____ Date Paid _____

Event Coordinator User Fee due: _____ Date Paid _____

Sound and Visual Equipment Fee due: _____ Date Paid _____

Certificate of Insurance for Event: _____ Date Received _____