

FAITH EVANGELICAL FREE CHURCH BUILDING USE REQUEST

Name: _____
(The person responsible for opening and closing the building, and cleaning up after the event.)

Home Phone: _____ Work Phone: _____

Date(s) & Time(s) of Event:¹ _____

Event: _____

Requested Room(s): _____

Food ³ YES/NO Drinks ³ YES/NO Nursery ⁴ YES/NO Sound System ⁵ YES/NO Video ⁶ YES/NO

NOTES:

- 1) For recurring events, list all dates above. Each change or special request must be submitted on a separate form.
- 2) A \$200.00 refundable cleaning deposit is required for events not sponsored by an FEFC ministry.
- 3) Food and drink are not allowed in the Sanctuary without prior approval by the Deacon Board.
- 4) Nursery usage requires an attendant. The requestor is responsible for providing a suitable attendant.
- 5) The sound system requires a \$200.00 usage fee per event. The fee includes a technician to operate the system.
- 6) Video material preparation and use fees must be negotiated with a video technician well in advance of the event.
- 7) Weddings must be approved by the Elder Board and are subject to their Wedding Policy

Additional Information: _____

Date Received _____ Approved by: Admin. Asst. _____ Deacon Board _____

Name of Deacon to check the building (only if a cleaning deposit is collected): _____

	Amount Due	Date Received	Amount Refunded	Refund Date & Check Number
Building Use Fee				
Cleaning Deposit ²				
Sound &/or Video Tech ⁵				
Wedding Coordinator ⁷				
Total				