

**FACILITIES USE REQUEST FORM NON- MEMBERS**

Immanuel Evangelical Church

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**Purpose of Event**

**Date of Event: \_\_\_\_\_**

Wedding \_\_\_\_\_ Bride's Name \_\_\_\_\_ Groom's Name \_\_\_\_\_

Shower \_\_\_\_\_ Funeral \_\_\_\_\_ Reunion \_\_\_\_\_ (Wedding Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_)

Other \_\_\_\_\_ Purpose for Use \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

**Starting Time (Includes Set-up) \_\_\_\_\_ Ending Time (Includes Clean-up) \_\_\_\_\_**

**PLEASE BE ADVISED THAT NO EVENT (OR SET-UP) MAY START BEFORE 12:00PM ON SUNDAYS**

**Facilities Requested for a Wedding. All weddings in Immanuel Church or on its premises will be solely officiated by our Pastor of Record. (All decorations must be removed before leaving the building. Any items left will be discarded during cleaning.)**

Sanctuary	\$500.00	Total _____
Custodian (Clean Sanctuary)	\$100.00	Total _____
Fellowship Hall	\$500.00	Total _____
Custodian (Clean Hall)	\$100.00	Total _____
Pastor's Fee	\$150.00	Total _____
Organist Fee (If available)	\$150.00	Total _____

**Fellowship Hall Only for Showers, Reunions, Meetings & Other Events-**

Events are for 4 hours (Includes Set-up & Clean-up)

Fellowship Hall	\$300.00	Total _____
Additional hours needed _____ @ \$75.00 an hour		Total _____

**Senior Citizen Room for Showers, Reunions, Meetings & Other Events-**

Events are for 4 hours (Includes Set-up & Clean-up)

Senior Citizen Room	\$150.00	Total _____
Additional hours needed _____ @ \$75.00 an hour		Total _____

**Funerals (Sanctuary and Fellowship Hall)**

Sanctuary and Fellowship Hall	<u>1 Day</u>	<u>2 Day</u>	Total _____
	\$400.00	\$500.00	Total _____
Custodian Fee	\$150.00		Total _____
Pastor's Fee	\$150.00		Total _____
Organist Fee (If available)	\$150.00		Total _____

**Barbeque Pits and Pit Area Rental (Barbeque area must be thoroughly cleaned after use)**

\$200.00 Total \_\_\_\_\_

**Deposit on all Rentals (Refunded if all requirements are met on cleaning**

**Check list that is provided on day of rental and building key is returned.)** Total \$200.00

**TOTAL DUE** \_\_\_\_\_

**\*1/2 the total is due upon time of the booking. Balance is due two weeks prior to event.**

\_\_\_\_\_ Date \_\_\_\_\_ Telephone \_\_\_\_\_  
**(Responsible Party)**

\_\_\_\_\_ Date \_\_\_\_\_ Checklist Rec'd \_\_\_\_\_  
**(Consistory Representative Signature)**

**Immanuel is not obligated to the rental date until form is approved (signed) by consistory. To hold date pending approval, turn in this form to the Church office with deposit due. Consistory meets the 2<sup>nd</sup> Monday of every month. (Form Revised September 2016)**