

- First, Original Request**
 Second Request with Revisions
 Public Event Private Event

Facility Usage Contact Information:

Event Name: _____
 Contact(s): _____
 Contact Number: _____
 Address: _____
 City/State/Zip: _____

Facility Use Regulations (Please Read and Initial Each)

- ____ All persons must enter the building at the South Entrance by the circular driveway unless requested in advance.
 ____ Use of tobacco, alcohol and illegal drugs are expressly forbidden on church property.
 ____ Persons must remain in the area of the building that is approved for their use. Occupancy of any non-approved areas will be cause for cancellation of the use.
 ____ Persons must vacate the premises by the specified departure time. No exceptions.
 ____ Contact is responsible for insuring that all fire lanes remain clear.

(Below Applies to Non-F&C Events Only)

- ____ If event is cancelled due to noncompliance, funds paid will not be refunded.
 ____ Organization will be billed for any custodian overtime outside of regular church hours.
 ____ Organization and Participants will not hold F&C liable for any injury that occurs or for any lost, damaged or stolen items.

Please List only One Event Per Form!

Event Day	Date	Start Time		End Time		Prep Time		Departure (Doors locked @10 pm)	
			a.m./p.m.		a.m./p.m.		a.m./p.m.		a.m./p.m.

Est Attendance: _____ First & Calvary Individual Non-Profit For-Profit

Room(s) Requested:

- | | | | |
|---|---------------------------------------|--|---|
| <input type="checkbox"/> Classroom(s) | <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Multi-Purpose Room |
| <input type="checkbox"/> Student Lounge | <input type="checkbox"/> North Atrium | <input type="checkbox"/> South Atrium | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Reception Room | <input type="checkbox"/> Choir Room | <input type="checkbox"/> Library | <input type="checkbox"/> East Parking Lot |

Facility Use Details

- ____ TV/VCR Player
 ____ TV/DVD Player
 ____ Lectern w/Mic.
 ____ Piano
 ____ Music Stands (List #)
 ____ Overhead Projector
 ____ Overhead Screen
 ____ Coffee
 ____ Ice Tea
 ____ Staging
 ____ Folding Chairs (List #)
 ____ Dishwasher (F&C events only) (Price is PER Dishwasher)
 (\$20.00 addtl per 100 people/Meal)
 (\$12.00 addtl per 100 people/Dessert/Beverage)
 ____ Childcare (available for F&C events only)
 ____ Number of Children

Facility Setup Details

- ____ Choir Risers
 ____ 8' Rect. Tables without Tablecloths (List #)
 ____ 8' Skirted Tablecloths (Max. of 4 Available)
 ____ Round Tables (List #)
 ____ Folding Chairs around Round Tables (List #)

*All fees must be paid 5 business days prior to event
 Dates are confirmed upon Form Completion and Approval*

Business Office Use ONLY

Fees will be invoiced separately:

Room Rental: \$ _____ .00
 Dishwasher: \$ _____ .00
 Ice Tea: \$ _____ .00
 Sub-Total: \$ _____ .00
 Less Deposit Paid: \$ _____ .00
Total \$ _____ .00
 Damages : \$ _____ .00
 Custodian Fee: \$ _____ .00

Copies given to:

- Facility Use Contact
 Administrator
 Childcare
 Custodian
 Form Originator

Approval: _____

Date: _____

The organization requesting usage will be responsible for any additional charges as a result of staying later than scheduled, causing excessive cleanup costs or any damages that need to be repaired.

If school is cancelled due to inclement weather, the building will be closed and unavailable for use. F&C will make every effort to notify groups in advance when a cancellation is necessary.

Submit Form to:
Nola Harter, Calendar Coordinator
n.harter@fandcpres.org