

## Event Request Form

Event name: \_\_\_\_\_ Day of the event: \_\_\_\_\_ Date of event: \_\_\_\_\_

Event start time: \_\_\_\_\_ am/pm Event end time: \_\_\_\_\_ am/pm Room(s) requested: \_\_\_\_\_

Setup date and time preferred: \_\_\_\_\_ Member or Non-member (circle one)

Ministry/Company: \_\_\_\_\_ Your name: \_\_\_\_\_

Phone:( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

**Set-up & take-down:**

Set-up, take-down, and cleanup is the responsibility of the person making this reservation. Rooms must be returned to the same setup they were found in.

**Check here if you will need AV/Tech Equipment**

If you check this box, a copy of this form will be put into the Tech Arts mailbox. They will contact you directly to discuss details and their availability.

**Fees for non-Calvary church events:**

Room	Member non-Calvary event	Non-Member Event	\$ Due
Foyer	\$25/hour	\$50/hour	
Kitchen	\$25/hour	\$50/hour	
Coffee Bar	\$25/hour	\$50/hour	
Sanctuary	\$25/hour	\$50/hour	
Classroom	\$10/hour	\$20/hour	
Multi-Purpose	\$25/hour	\$50/hour	
Nursery	\$25/hour	\$25/hour	
Technician	\$25/hour	\$25/hour	
Pianist	\$75/event	\$75/event	
Equipment	\$25/piece/hour	\$25/piece/hour	
		Total Due	\$

Fees do not apply to regular Calvary events.

Additional fees will be charged and billed for hours outside of stated hours should they be necessary for staff to stay late due to extra duties such as equipment takedown and room cleaning.

Make check payable to Calvary UMC. All fees are due at the time of reservation.

Cancellations: A \$25 cancellation fee will be charged to all reservations up to one week prior to the event. No refunds if less then one week prior to the event.

**Calvary United Methodist Church and all grounds are smoke free environments.**

I/We the user(s), representing the above named event, ministry, or company, have read and agree to abide by all guidelines and policies as stated in the Calvary United Methodist Church Policies/Procedures/Instructions Handbook. We agree to pay all fees in regards to extra hours or destruction of property while at Calvary. We will not hold Calvary United Methodist Church liable for any illnesses or injuries related to being on or near their property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Church Administrator Signature

\_\_\_\_\_  
Date

Amount Paid: \$ \_\_\_\_\_