



General Usage Form

RENTER'S NAME: _____

EVENT: _____ ROOM(S) REQUESTED: _____

REQUESTED DATE: _____ START TIME: _____ END TIME: _____

DECORATING & SET UP TIME: _____

WHY/PURPOSE:

TECH NEEDS (check the following that is needed)

Musical Instruments

- Keyboard
- CD Accompaniment
- Other: _____

Microphone Needs

- Speaker
- Musicians

Other

- Projector

Set-Up Needs:

- Tables: # _____
- Chairs: # _____

Please use back or attach a separate sheet with set-up/tear down needs and instructions (if applicable)

Building Rental Fees:

- | | |
|---|--------|
| <input type="checkbox"/> Funeral | No Fee |
| <input type="checkbox"/> Small parties (anniversaries, reunions, showers, graduation) | No Fee |
| <input type="checkbox"/> Large parties--50+ people (covers garbage & wear) | \$75 |
| <input type="checkbox"/> Use of projection, sound system & someone to run it | \$100 |
| <input type="checkbox"/> Use of a set up team (anything requiring people to come in) | \$75 |
| <input type="checkbox"/> Custodial fees | \$60 |
| <input type="checkbox"/> Use of tablecloths (\$3 per cloth) | |

TOTAL COST: _____

50% of the fees are due at the time of the booking. The remainder is due one week prior to the event. The fee for usage of the church should be paid to Federated Fellowship.

Renter's Signature: _____

Renter's Address: _____

Renter's Phone Number: _____

***RETURN THIS FORM TO THE CHURCH OFFICE**

For Office Use:		
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<i>Signature of Leadership Member</i>		
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____