

Georgetown Christian Reformed Church Facilities Use Request Form for Members

Renter's Name _____ Date _____

Renter's best contact # _____ Purpose of Use: _____

Date of Event: _____ Time of Use: _____ Number of Persons: _____

PLEASE NOTE:

Wedding rentals may be booked by members up to 18 months in advance of the wedding date. Facilities use reservations/rentals for January-March can be made up to 1 year in advance of the event date. Rental reservations for April 1-December 31 can be made any time after 9:00 am on the first business day after January 1 of the year in which the rental is being requested. Rental reservations are made on a first-come, first-served basis. Priority will be given to reservations made in person.

Please make out two checks: one for the rental fee and one for the deposit.

Please do not write the date on your check.

We will date and cash the check during the month of the requested rental.

Request:

Wedding **\$ 550** _____
 • See wedding form for details

Funeral (family of a Georgetown member) \$ 300 _____
 Includes:
 • Sanctuary, Summit, Kitchen & Gathering Area
 • An audio CD of the event
 • Audio Technician
 • Custodial services
 Please note:
 • This package does not include fees for clergy or musicians. Please individually contact your musicians and clergy for scheduling and payment.

Summit & Activities Center **\$175 plus \$50 deposit** _____
 Includes:
 • *Summit and classrooms*
 • *Activities Center*
 • *Kitchen*
 • *Use of video game systems*
 *no sound or video usage w/o operator and additional fees
Fees: \$25 per hour for the sound or video operator (payable to operator)

Summit **\$100 plus \$50 deposit** _____
 Includes:
 • *Summit and classrooms*
 • *Use of video game systems*
 *no sound or video usage w/o operator and additional fee
Fees: \$25 per hour for the sound or video operator (payable to operator)

Activities Center & Kitchen **\$75 plus \$50 deposit** _____

Gathering Area **\$75 plus \$50 deposit** _____

Courtyard **\$50 plus \$50 deposit** _____

Café and Lower Level Classroom **\$75 plus \$50 deposit** _____

Sanctuary **\$100 plus \$50 deposit** _____
 Includes:
 • *Sanctuary and Gathering Area*

Baptism / Profession of Faith Celebration **No Charge**

Other Rooms and their fees that can be added to above:

<input type="checkbox"/> Gathering Area	\$25	_____
<input type="checkbox"/> Kitchen	\$25	_____
<input type="checkbox"/> Courtyard	\$25	_____
<input type="checkbox"/> Other: (some usage and rates are subject to Facilities Team Review)		_____
Total		_____

General Rules and Requirements:

- The renter will set up and take down all necessary tables and chairs. The custodian will unlock the door to access the tables and chairs.
- The renter will take out all garbage from the event and put it in the dumpster on the West side of the building.
- The renter will vacuum the rented space using the vacuum in the storage room behind the kitchen. Or in the storage room off the kitchen in the Summit.
- All those under the age of 18 must be supervised by an adult at all times.
- Prohibited: Smoking on Georgetown's campus, alcoholic beverages, firearms or any other weapons, or animals or pets.

By signing below, I will be responsible for any damages to church property that occurs in conjunction with this rental, including broken or missing gaming equipment. I have read, understand, and will abide by Georgetown CRC's Facilities Use Policy.

Signature _____ **Date** _____

<i>Office use only</i>
Authorized use approved by _____
Today's Date _____
Fees Collected _____ Check Numbers _____