



# Facility Rental Request Form

**Curtis L. Johnson, Senior Pastor**  
 8323 Augusta Rd. Pelzer, SC 29669  
 (864) 243-9305 Fax: (864) 243-9353

**Today's Date:**  
 • Request should be submitted at least 6 weeks in advance  
 Place in the Chief of Administration mailbox

<b>Event Information:</b>	<input type="checkbox"/> Church Member		<input type="checkbox"/> Non-Member	
	Type of Event:			
	Contact Name:			
	Mailing Address:			
	Contact #:		Email Address:	

<b>Requested Use Date and Time:</b>	<b>Rehearsal Date Requested:</b>	<b>Alternate Date:</b>	<b>Time begin:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM	<b>Time end:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM
	<b>Event Date Requested:</b>	<b>Alternate Date:</b>	<b>Time begin:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM	<b>Time end:</b> <input type="checkbox"/> AM <input type="checkbox"/> PM

<b>Facility Use</b>	<input type="checkbox"/> <b>Gym/Sanctuary</b> <i>Event with seating to 740 persons</i> # Guests	<input type="checkbox"/> <b>Children's Church</b> <i>Event w/ seating to 100 persons</i> <i>Event w/ round tables to 75 persons</i> # Guests	<input type="checkbox"/> <b>Classroom I</b> (15) # Guests	<input type="checkbox"/> <b>Nursery I &amp; II</b> (15) # Guests
	<input type="checkbox"/> <b>Gym/Sanctuary</b> <i>Event w/ round tables to 300</i> # Guests	<input type="checkbox"/> <b>Lounge/Front RR</b>	<input type="checkbox"/> <b>Classroom II</b> (15) # Guests	<input type="checkbox"/> <b>Youth Corner</b> (20) # Guests
	<b>Food Served:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Kitchen fee will be assessed</i> <i>(If yes, food must be prepared off premises)</i>		<b>Sound Needed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Fee will be assessed</i>	

### Facility Fee Schedule

<b>Facility Area:</b> <input type="checkbox"/> Sanctuary/Gym <table border="1"> <tr><th>Status</th><th>Cost</th></tr> <tr><td><input type="checkbox"/> Member</td><td>\$ 400.00</td></tr> <tr><td><input type="checkbox"/> Non-member</td><td>\$ 500.00</td></tr> </table> <input type="checkbox"/> Children's Church <table border="1"> <tr><th>Status</th><th>Cost</th></tr> <tr><td><input type="checkbox"/> Member</td><td>\$ 150.00</td></tr> <tr><td><input type="checkbox"/> Non-member</td><td>\$ 200.00</td></tr> </table> <input type="checkbox"/> Set-up/Break-down Fee: <table border="1"> <tr><th>Type</th><th>Cost</th></tr> <tr><td><input type="checkbox"/> Full <i>Set-up or break-down of full Sanctuary Wedding &amp; Reception</i></td><td>\$ 500.00</td></tr> <tr><td><input type="checkbox"/> Partial <i>Partial set-up or break-down</i></td><td>\$ 200.00</td></tr> <tr><td><input type="checkbox"/> Clean-up (All) <i>Deposit that may be refunded if facility is left in order</i></td><td>\$ 100.00</td></tr> </table>	Status	Cost	<input type="checkbox"/> Member	\$ 400.00	<input type="checkbox"/> Non-member	\$ 500.00	Status	Cost	<input type="checkbox"/> Member	\$ 150.00	<input type="checkbox"/> Non-member	\$ 200.00	Type	Cost	<input type="checkbox"/> Full <i>Set-up or break-down of full Sanctuary Wedding &amp; Reception</i>	\$ 500.00	<input type="checkbox"/> Partial <i>Partial set-up or break-down</i>	\$ 200.00	<input type="checkbox"/> Clean-up (All) <i>Deposit that may be refunded if facility is left in order</i>	\$ 100.00	<b>Miscellaneous Fees:</b> <table border="1"> <tr><th>Type</th><th>Cost</th></tr> <tr><td><input type="checkbox"/> Rehearsal <i>(included for Wedding)</i></td><td>\$ 125.00</td></tr> <tr><td><input type="checkbox"/> Sound Tech</td><td>\$ 125.00</td></tr> <tr><td><input type="checkbox"/> Kitchen</td><td>\$ 100.00</td></tr> <tr><td><input type="checkbox"/> Linen \$4 ea x</td><td></td></tr> </table>	Type	Cost	<input type="checkbox"/> Rehearsal <i>(included for Wedding)</i>	\$ 125.00	<input type="checkbox"/> Sound Tech	\$ 125.00	<input type="checkbox"/> Kitchen	\$ 100.00	<input type="checkbox"/> Linen \$4 ea x	
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<b>Total:</b> <div style="border: 1px solid black; padding: 5px; width: fit-content;">         &gt; The balance is due at least one week prior event.          &gt; If clean-up deposit is refunded, it will be sent by mail one week following event       </div> <table border="1"> <tr><td>Facility:</td><td>\$</td></tr> <tr><td>Other:</td><td>\$</td></tr> <tr><td>Other:</td><td>\$</td></tr> <tr><td>Set-up/Break-down</td><td>\$</td></tr> <tr><td>Total</td><td>\$</td></tr> <tr><td>Deposit</td><td>\$</td></tr> <tr><td>Payment</td><td>\$</td></tr> <tr><td>Payment</td><td>\$</td></tr> <tr><td>Balance</td><td>\$</td></tr> </table>	Facility:	\$	Other:	\$	Other:	\$	Set-up/Break-down	\$	Total	\$	Deposit	\$	Payment	\$	Payment	\$	Balance	\$													
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*I, the undersigned, agree to the fees listed and agree that I will be held liable for any damages caused to the facility as the result of the event.*

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Event Contact Signature

### Authorization (Office use only)

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>Date Approved :</b> <input type="checkbox"/> Requested Date <input type="checkbox"/> Alt. Date
<b>Comments:</b>	<b>Processor Signature:</b>
<b>Access/Lock Up to be provided by:</b>	<b>Time Open/Close</b> <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> AM <input type="checkbox"/> PM
<input type="checkbox"/> Clean-up Deposit Refunded: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, reason:	