

## Application for Use Effective May 25, 2018

Leavitt Funeral Services has created The Family Gathering & Reception Center for families and groups in the community to use in life's most significant moments. To ensure that the use of this facility will have an encouraging and memorable time we ask all families and/or groups to fill out the below Request and adhere to the included guidelines.

Facility Request		
Date Requested:	Time:	to
Family/Organization/ Person Requesting Use:	·	
Contact Person:	Phone #:	
Address:		
Purpose of requested use:		
Number of persons expected:		
Will food be served in this facility: (check one)	Yes	No
If Yes, provided by: Applicant	Church	Caterer
PRICING SCHEDULE: (UP TO 4 HRS.)		
FACILITY RENTAL <u>WITHOUT</u> STAFF FOR EVENT	\$ 295	
FACILITY RENTAL <u>WITH</u> STAFF OF 2 HOSTESSES (REQUIRED FOR MEMORIAL SERVICE OR FUNERAL GATHERING	\$ 450	
(check all that are needed)	ed:	
Sound System Microphone	Included in price Included in price	
Kitchen	Included in price	
Projection Screen (projector not included)	•	
	Tax	\$
		TOTAL
Special Needs: (Example: Room set up)		