



4044 Plank Road, Fredericksburg, VA 22407  
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 www.salembc.com

## NON-MEMBER REQUEST TO USE CHURCH FACILITY

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Date \_\_\_\_\_ Today's Date \_\_\_\_\_

Name of Group \_\_\_\_\_

Address \_\_\_\_\_

Contact Name (if different) \_\_\_\_\_ Phone(Home) \_\_\_\_\_

Email \_\_\_\_\_ (Cell) \_\_\_\_\_

Type of Function: \_\_\_\_\_

Time: \_\_\_\_\_ Anticipated size of group: \_\_\_\_\_

Will you be charging a fee for participants? \_\_\_\_\_

For profit or non-profit event \_\_\_\_\_

**All wedding requests go to Wedding Coordinator Becky Daniel (540)891-1976**

**Facilities Needed:**

- FLC
- Fellowship Hall
- Kitchen
- Classroom
- Sanctuary
- Nursery
- Other (explain) \_\_\_\_\_

**Resources/ Equipment Needed:**

- Tables (number) \_\_\_\_\_
- Chairs (number) \_\_\_\_\_
- Other (explain) \_\_\_\_\_
- Audio/Visual, Microphone (explain) \_\_\_\_\_

(Circle One)

Liability Insurance [Y or N]

Certificate Attached [Y or N]

**Non-Member Fees:**

FLC (as is)	\$500
FLC & Kitchen	\$750
FLC with chairs & tables	\$1500
Fellowship Hall & Kitchen	\$300
Sanctuary	\$300
Custodian Fee	\$250
Building Supervisor	\$300
Media Coordinator	\$300
Other (explain)	

**A deposit equal to ½ the fee must accompany an approved request. The remainder of fees must be paid one week prior to the event. If the event is cancelled within six weeks of the event date, the deposit is non-refundable.**