

PERSONAL ACTIVITY REQUEST

EVENT INFORMATION

Date of Event: _____ Type of Event: _____ Today's Date: _____

Set-up Time: _____ Time of Event: _____ to _____

Sponsored by: _____ Contact Person: _____

Phone: _____ Email: _____

FACILITIES REQUEST

Sanctuary Youth Room Conference Room Class Room(s) (Please specify) _____

Fellowship Hall Media/AV Gym Kitchen Other _____

MEMBERS FEES AND DEPOSITS (NOTE: Kitchen is included with all pricing)

● Large Events: 50+

Worship Center: \$65 usage fee + \$100 refundable deposit Fellowship Hall: \$65 usage fee + \$100 refundable deposit

Gym: \$65 usage fee + \$100 refundable deposit Youth Room: \$65 usage fee + \$100 refundable deposit

Old Fellowship Hall: \$65 usage fee + \$100 refundable deposit

● Small Event: Less than 50

Fellowship Hall: \$50 refundable deposit Gym: \$50 refundable deposit Youth Room: \$50 refundable deposit

● NOTE: If you will be having food at your event, flooring is REQUIRED.

Gym Floor Covering: \$145 _____

NONMEMBERS FEES AND DEPOSITS

Worship Center \$250 usage fee, plus \$100.00 refundable deposit

Fellowship Hall/Kitchen \$250 usage fee, plus \$100.00 refundable deposit

Gym/Kitchen \$350 usage fee, plus \$100.00 refundable deposit

Gym/Kitchen/Fellowship Hall \$400 usage fee, plus \$100.00 refundable deposit

Youth Room \$100 usage fee, plus \$100.00 refundable deposit

Conference Room \$50 usage fee, plus \$50.00 refundable deposit

Old Fellowship Hall \$100 usage fee, plus \$100 refundable deposit

Cancellation Fee \$100 if cancelled less than one week of event

● NOTE: If you will be having food at your event, flooring is REQUIRED.

Gym Floor Covering: \$145 _____

PROFESSIONAL ASSISTANCE FEES: (note: must be a FBC technician or musician)

Sound/Media Technicians: \$75 per person Musicians: \$50 per person

SIGNATURE

Please Note: I understand that set-up and clean-up and damages are my responsibility and that pulpit furniture, platforms, chairs, tables, etc. should be returned to their original set-up. I have read and agree to FBC Guidelines & Policies and Clean-Up Check List and I understand that failure to adhere could result in loss of deposit.

Signature of responsible party: _____ Date: _____

****Failure to adhere to these guidelines will result in loss of deposit at the discretion of the Church hostess, staff or ALT.***

FBC MONTICELLO OFFICE USE ONLY

Date Approved: _____ By: _____

Key Given to _____ Date Key Given _____ Date Key Returned _____

FEES:

Deposit Usage AV Musicians Flooring Other _____

Check No. _____

Items were inspected and deposit was: Returned Shredded