

# Facilities Request Form

(Please submit a minimum of two weeks prior to date requested)

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**Please check one:**

- SCC Member
- Organization / League
- Individual

**Pricing**

- SCC Classroom (\$45/hour)
- SCC Gymnasium (\$95/hour)
- SCC High School Room (\$55/hour)
- Children's Center (Merge Room, 10) (\$75/hour)
- Children's Center Classroom (\$45/hour)
- Worship Center (\$85/hour)
- Courtyard (\$45/per hour)

Today's Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Organization/Group name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Is this a  One-time event or  Recurring event (A 50% deposit is required to secure event date)

Event start time \_\_\_\_\_  am  pm to Event end time \_\_\_\_\_  am  pm

Set-up Time is not included in event time: What time will you start and end set-up? \_\_\_\_\_  am  pm to \_\_\_\_\_  am  pm

How many participants do you expect to attend your event? \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Custodial fee applies to all events: \$175 for 99 people or less \$200 for 100 people or more.**

**Check all that apply:**

<p><b>Children's Center Bldg. 1</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Room 10 (Merge Rm)</li> <li><input type="checkbox"/> *Kitchen (add'l fee)</li> <li><input type="checkbox"/> Classroom 11</li> <li><input type="checkbox"/> Classroom 12</li> <li><input type="checkbox"/> Classroom 13</li> <li><input type="checkbox"/> Classroom 14</li> <li><input type="checkbox"/> Classroom 15</li> <li><input type="checkbox"/> Classroom 16</li> <li><input type="checkbox"/> Classroom 17</li> </ul> <p>*Kitchen \$30/hr</p>	<p><b>Worship Center Bldg. 2</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Worship Center</li> <li><input type="checkbox"/> *Stage cleared &amp; reset</li> </ul> <p>*Stage \$200 to clear &amp; reset</p>	<p><b>SCC / Community Center Bldg. 3</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Gymnasium CC7</li> <li><input type="checkbox"/> Library CC6</li> <li><input type="checkbox"/> *Kitchen CC5 (add'l fee)</li> <li><input type="checkbox"/> Conference Room CC4</li> <li><input type="checkbox"/> Classroom CC3</li> <li><input type="checkbox"/> Classroom CC2</li> <li><input type="checkbox"/> Classroom CC1</li> <li><input type="checkbox"/> Stage</li> <li>Upper Level:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> High School</li> <li><input type="checkbox"/> *Game Room (add'l fee)</li> </ul> </li> </ul> <p>*Game Room \$45/hr</p>	<p>Set up &amp; tear down of tables and chairs are the responsibility of the organization, group or individual.</p> <p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 6' tables _____ (6 avail. \$5ea)</li> <li><input type="checkbox"/> 60" rounds _____ (34 avail. \$5ea)</li> <li><input type="checkbox"/> Chairs _____ (200 avail. \$1ea)</li> <li><input type="checkbox"/> *Sound Tech</li> <li><input type="checkbox"/> *AV Tech</li> <li><input type="checkbox"/> Volleyball Net _____ (2 avail. \$60ea)</li> </ul> <p><i>*If Shiloh's audio or visual equipment (microphones, projectors, etc..) is requested by an approved Shiloh Sound or AV Tech will be used. \$35/hour charge for sound or AV tech.</i></p>
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<p><b>OFFICE USE ONLY:</b></p> <p>Review Date: _____ Approved: YES / NO</p> <p>Room # _____ @ _____ hours @ \$ _____ per hour \$ _____</p> <p>Room # _____ @ _____ hours @ \$ _____ per hour \$ _____</p> <p>Custodian Charge \$ _____</p> <p>Coordinator Charge \$ _____</p> <p>Sound Tech Charge _____ hours @ \$ _____ per hour \$ _____</p> <p style="text-align: right;">TOTAL \$ _____</p> <p>Called: _____ Entered: _____</p>	<p><b>MINISTRY:</b></p> <p>Date: _____</p> <p>Approved: YES / NO</p> <hr/> <p style="text-align: center;">Signature of Pastoral Ministry Leader</p> <hr/> <p>Called: _____ Entered: _____</p>
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