

## REFORMATION HALL RENTAL FORM

All events must be approved and scheduled by the Facilities Committee. A committee member will reserve the date and time on the calendar after approval and payment of the deposit.

Amount of time reserved is limited to the specific day of the event. Any additional time and/or space must be requested and pre-approved.

Event Date and Time: \_\_\_\_\_

Name of Event/Person: \_\_\_\_\_

Approximate Number Attending: \_\_\_\_\_ Time: \_\_\_\_\_

Describe event in Detail: \_\_\_\_\_

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In the event that an emergency, such as the death of a church member, occurs on the date that is reserved, sincere efforts will be made to resolve space issues, and scheduling conflicts to the satisfaction of both parties. **However, church needs always takes priority!**

RELC members who wish to host a community event are responsible for being present at the event from beginning to end and overseeing all aspects of usage, (opening and locking doors, supervising set-up and clean up, lights and heat or cooling, media use, etc.)

**Fees: Dining space for 150, total seating for presentations & other events 250.**

½ Day: \$150.00

Full Day: \$300.00

Cooking in the Kitchen: \$100.00

No additional small appliances, except crock pots, may be used.

**A \$150 deposit is required at the time of application.** If the facility is left clean and free of damage, meeting the approval of the Facilities Committee, the deposit will be refunded.

Church members are asked to make a donation of \$50 or more to cover the cost of utilities. A member of the Facilities Team will confirm the date for you, after receiving the request form.

**Church members may not secure the Fellowship Hall for non-members, extended family and friends.**