

Yes No

___ ___ **Piano *There will be a separate \$100 deposit due prior to your event for special tuning of the piano. It will be returned if piano tuning is not needed before OR after your event.**
___ ___ **Organ**
___ ___ **Amplification Systems**

Please diagram set up below.

Catering Requirements

Outside catering must be approved by the church. Please give details:

Our facilities are handicap accessible, smoke-free, and alcohol-free. A contract will follow. All guests are expected to conduct themselves in a responsible manner. The person in charge will be responsible for any damage resulting from misuse or improper handling of the facilities.

Signed _____ **(Requestor)** _____ **(Date)**

** Please note, when paying for the requested space, the \$75.00 Sexton Fee should be a separate fee and that check should be made out to Larry Hall. Thank you.

FOR OFFICE USE		
Calendar Checked OK	_____	_____
	Date	Initials
Staff Meeting OK	_____	_____
	Date	Initials
Property Manager OK	_____	_____
	Date	Initials
Session Meeting OK	_____	_____
	Date	Initials
Approval Communicated	_____	_____
	Date	Initials
<p>___ Letter ___ Fax ___ E-mail ___ Phone</p>		
Fee \$ _____	Date Paid _____	Deposit Paid \$ _____ Date _____
Repeat Event ___ Yes ___ No	First Time Requester ___ Yes ___ No	