

REVIVAL AND RODGERS CENTER USE REQUEST FORM

_____ **Date(s) of Event**

Facility Requested (Select One):

- Revival Entire Facility – Fee \$350.00**
- Revival Front Room – Fee \$250.00**
- Rodgers Center with Kitchen – Fee \$200.00**
- Rodgers Center without Kitchen – Fee \$100.00**

Additional Fees:

**Key / Damage Deposit-
Fee \$200.00**

Donations/Other Fees*: _____
 * Subject to Committee Approval

I have read the "Building Use Policy" and agree to abide by it. I understand that I/we must pay a fee, a key deposit, and a damage deposit prior to use and further that I/we will be financially obligated for any damage to the building, furnishings, or equipment through the use or abuse of the facility by the people I represent.

Name / Organization: _____

Mailing Address: _____

(Used to return any deposit money if paid by check or cash. Deposits paid by Square will be refunded to card.)

Phone Number: _____ Email: _____

Set-Up Time | Time of Event:

(Date is subject to Facilities Committee approval – ALL EVENTS MUST BE OVER BY 11:00PM)

The building will be used by me, my immediate family, or my organization for the purpose of (Describe activities, must list use of any rentals/equipment not provided):

For youth/minor events, please provide the following details: How many chaperones? How many children and their ages?

Charitable Event: _____

Do you need audio / visual / sound system? Yes No

Will you be serving beer or wine? Yes No ****ALCOHOL CAN ONLY BE SERVED AT THE REVIVAL****

Are you a member of FPC? Yes No ***ALCOHOL AT NON CHURCH EVENTS ONLY***

Signature (Must be 21years old)

Date Signed

FOR OFFICE USE ONLY

Date Approved: _____ Date Notified: _____
 Date Deposits Paid: _____ Amount: _____ Cash: _____ Check #: _____
 Date Usage Fee Paid: _____ Amount: _____ Cash: _____ Check #: _____
 Key Number Assigned: _____ Date Key Picked Up: _____ Date Key Returned: _____