



Worship Center Request Form

Today's Date: _____

Rental Cost: \$1,700

Name of Event/Group: _____

Event Date: _____ Day of the Week (check all that apply): **M T W TH F S S**

Event Start Time: _____ Event End Time: _____

Load-In Date: _____ Time: _____ Load-In End Time: _____

Expected Attendance: _____

Additional Add-Ons: Livestream (\$150), Chapel (\$200), Maroney Hall (\$200)

Please describe all details of your event below (Audio, Video, Lighting, Podium/Lectern, chairs on stage, display tables etc.):

Event Coordinator Name : _____ Signature: _____

Phone: _____ Email: _____

Facility Rules:

- *No food or drinks inside Worship Center or Foyer (Other than bottled water for stage personalities)*
- *Smoking, including the use of electronic smoking devices, and marijuana, shall not be permitted on church property, indoors or outdoors*
- *No alcoholic beverages shall be permitted on church property, indoors or outdoors*
- *Gathering of trash within the Worship Center after event to be done by rental party*
- *Any use of tape inside the Worship Center must be approved by the Arts Team before use*

Please return completed form to the church office or email: tooley@councilroad.org