

Church Of The Rock

Request for use of facilities

Name: _____ Phone: (H) _____
(W) _____
e-mail _____

Event: _____
Date & Time: _____

Pre-School _____	New Sanctuary _____	Youth Act. Ctr. _____
Elementary _____	Fellowship Hall _____	Resource Room _____
Toddler _____	Kitchen _____	Conference Room _____
Infant Nursery _____	Lobby _____	Library _____

Loaner Key: Please see the secretary to make arrangements.

User will assume liability for any damages that occur during use of the building. User may make arrangements to pick up a key with pastor or church secretary. User agrees to pay the fee for janitorial services, if applicable.

Table cloths: COTR does not provide table cloths for outside events (ie. weddings & showers).

*****Table Cloths are for ministry use only*****

User's Signature: _____ Date: _____

Office Use Only:

Maintenance Fee: \$35.00 (per Pastor Roland)

Non-Ministry (Member) \$25.00 _____	Wedding (Non-Member) \$150.00 _____
Half Day: \$ 50.00 _____	Wedding (Member) \$ 50.00 _____
Full Day: \$100.00 _____	Electronic Equip. Tech. \$ 40.00 _____

Office Approval Signed by: _____
Board Approval – if required _____
Fee of \$ _____ Received on (date) _____