

ST. STEPHEN AME CHURCH, LIBERTY, NORTH CAROLINA

Facility Request Form

Please return completed form to the church office. Your requested date is not reserved until this form is submitted, approved, and the required deposit paid.

Individual Name: _____ Today's Date: ____ / ____ / ____

Event: Wedding Anniversary Fund Raiser Other: _____

Group(s) Sponsoring Event: _____

Event Facilitator: _____ Pastor Kevin M. Odom services needed? YES NO

Date Requested: ____ / ____ / ____ Start Time: ____ AM PM End Time: ____ AM PM
____ / ____ / ____ ____ AM PM ____ AM PM
____ / ____ / ____ ____ AM PM ____ AM PM

Facilities needed (please check all rooms being requested):

- Sanctuary Fellowship Hall Classroom
- Kitchen (requires Kitchen Staff Members involvement) Computer Lab Other: _____

Equipment needed: _____ Estimated number of attendees: _____

- Tables # _____ Other Items: _____
- Chairs # _____ _____

Please explain activity/event being held: _____

St. Stephen Facility Projected Expense:

Fellowship Hall:	\$ 200.00
Kitchen:	75.00
Custodial Services:	50.00
Total Expense:	\$ 325.00

IMPORTANT NOTE:

A \$ 200.00 deposit must be paid in advance in order to reserve your selected date. Request forms will NOT be accepted without the required deposit.

St. Stephen member or organization requesting the use of the church facilities hereby absolves the church, its Pastor/Associate Ministers, leadership, members, or people of any liability for personal injury to any individual Resulting from the use of the church facilities and agrees to be responsible (responsible financially) for the replacement of any property damage that results during the use of the facilities. Please report any damage to the church office promptly.

Any St. Stephen organization requesting the use of the church facility will be responsible for cleaning up areas used and for returning them back to their normal set up.

Signature of Responsible Party

Date

For Office Use Only:

Approved by: _____ Date: _____

CC: _____
_____ Kitchen Manager _____ Music Director _____ Custodian _____ Other: _____