

Reservation Form

ORGANIZATION _____ CONTACT DATE _____

NAME _____ PHONE _____

ARE YOU A CHURCH MEMBER OR CHURCH GROUP? YES NO

EVENT DATE/TIME _____ REHEARSAL DATE/ TIME _____

SET-UP TIME _____ TOTAL # HOURS _____ # OF ATTENDEES _____

FACILITIES TO BE USED:

- SANCTUARY FELLOWSHIP HALL STAGE
- KITCHEN _____ # OF HOURS _____ NEED KITCHEN COMM. MEMBER?
- PARKING LOT DOWNSTAIRS CLASSROOMS OTHER _____

SEXTON: SET-UP CLEAN UP _____ **FEE: \$50.00**

WILL PICK UP KEY _____
 (Date & Time)

AGREEMENT AND TERMS

We welcome you to First Church. When using our facility you are required to:

- Refrain from the use of alcoholic beverages,
- Refrain from smoking in the building,
- Comply with the church's inclusive non-discrimination policy stated below.

"We do not discriminate against any qualified person, group or organization in hiring, promotion, membership, appointment, use of facility, provision of services or funding on the basis of race, gender, age, sexual orientation, religion, nationality, ethnicity, marital status, economic status, physical ability, mental illness or developmental disability."

By signing below I/we agree to abide to the conditions presented above.

Signature: _____ **Date:** _____

SCHEDULE OF FEES

CHURCH SANCTUARY

For Church Members and regular supporters:	\$50.00 sexton fee
For non-church members	\$250.00 (includes sexton fee)
Organist fee (members and non-members):	\$150.00 funeral or wedding (includes one rehearsal) \$175.00 with additional rehearsal with soloist (Paid directly to the organist)
Wedding coordinator fee (members and non-members)	\$100.00 (paid directly to the coordinator)
Pastor's fee (non-members):	\$350.00 (paid directly to the pastor) includes 3 hours premarital counseling, rehearsal, service preparation and the service.

FELLOWSHIP HALL

Church members for personal events	no fee
(Sexton fee is required if services are needed)	\$50.00
Non-Profit Groups as deemed appropriate	no fee
(Sexton fee is required if services are needed)	\$50.00
All Others Up to 4 hours	\$100.00
Each additional hour	\$ 25.00/hour
Plus Kitchen Faciliites	\$250.00

First Church is a Green Church. Therefore, we ask that those who use our facility choose recyclable materials (rather than Styrofoam) as standard procedure.
Thank you.

PAYMENT

Fees for the use of the building should be paid in advance (attached to this sheet) unless other arrangements have been made with persons providing a service. Checks for building use should be made out to: First Church of Christ in Mansfield. Checks for fees for persons providing a service should be made out to that person.

PERSONS USING THE CHURCH ARE RESPONSIBLE FOR REIMBURSEMENT OF ANY DAMAGES INCURRED.