

FACILITY REQUEST FORM – COMMUNITY USE

St. John's Lutheran Church, Salisbury, NC

All requests should be completed no later than 10 business days prior to event

Name of Event: _____

Contact Name: _____

Group/Organization: _____

Contact Phone Number: _____ Contact Email: _____

Event Date: _____ Event Start Time: _____ End Time: _____

Additional Time to Set-up Needed: _____ Number of People Attending: _____

I have read the Facility and Property Use Policy and agree to the terms.

Space Requested – After space is confirmed, you are responsible for contacting the Facilities Manager – Jon Koppe, jon@stjohns-salisbury.org - regarding space set-up and responsibilities.

Classrooms (Adult Hallway)

212
213 (Apple TV Equipped)
214
215
216 (Small Group Room)
218 (Conference Room)

Outdoor Meeting Spaces

Terrace
The Green
Playground / Courtyard

Music Department

Concert Space
Youth Rehearsal Room
Choir Rehearsal Room

Large Meeting Spaces

Peeler Hall (Kitchen)
Faith Center
PIT (Kitchen)
ARK (Kitchen)
FUEL Room
WELL Room
Fellowship Hall (Kitchen)

Children's Spaces

121
124
114
115
Sanctuary Nursery
Faith Center Nursery

Community Ministry Center

Small Classroom Space
Large Classroom Space

Other

Retreat Property
Upper Room
Additional Parking Lot

Please remember that matching space to need and not request is essential to the stewardship of our building. All reservations will be reviewed by staff and confirmed through the facility request form procedure. The office must be notified 48 hours prior to event of any changes or cancellations.

Description of the Event:

Facility Needs & Fees

of Tables Needed: _____ # of Serving Tables Needed: _____

of Chairs Needed: _____ Podium: **Yes** **No**

Fees for Space: Classroom Spaces (212 to 216) are available in the Adult Education along with all meeting spaces in the Community Ministry Center. *There is no fee for use of these spaces.* All other spaces on-campus, including the Retreat Property, will require a \$50 non-refundable deposit. Deposit is required to hold space reservation. For events with under 75 people, the fee is an additional \$50. For events with over 75 people, the fee is an additional \$100. If you are making use of the whole facility the cleaning fee is \$200 in addition to the deposit.

Total Fee for Space Requested: _____

Number of keys needed: _____

Groups can be given up to two keys. There is a \$25/per key for lost or unreturned keys. Keys are to be returned within five days after the event.

PA Operator Needed: Yes No **Total Hours PA Operator Needed:** _____

AV equipment in the Faith Center and Sanctuary must be run by a trained St. John's operator. Cost for the PA Operator is \$40/hour with a 2-hour minimum including consultation and set-up.

Coffee and Supplies needed: Yes No

We can make coffee available for your event. The cost is \$25 for every 100 people. This includes coffee, cups, lids, sleeves, sugars and creamers.

Signature: _____

For Office Use Only

Deposit: _____/_____

Fee: _____/_____

Coffee Usage: _____/_____