

St. Timothy's Lutheran Church

**ONE-TIME EVENT RESERVATION FORM**

*(For weddings or baptisms, contact Pastor or Office for special forms)*

Are you a St. Timothy's Member? *(circle one)* Yes or No Today's Date \_\_\_\_\_

Event and/or Group \_\_\_\_\_

Date Requested for Event \_\_\_\_\_

Event Set-up Time: From \_\_\_\_\_ To \_\_\_\_\_

Event Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Event Clean-up Time: From \_\_\_\_\_ To \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone # (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (work) \_\_\_\_\_

Address \_\_\_\_\_

Estimated number of adults \_\_\_\_\_ Estimated number of youth \_\_\_\_\_

Room(s) Requested *(see reverse side)* \_\_\_\_\_

Equipment Needed *(see reverse side)* \_\_\_\_\_

Set-up Needed *(describe needs, use add' paper if needed)* \_\_\_\_\_

*\*\*\* Submit completed form to church office. You will be notified whether request is approved or not. \*\*\**

***For Office Use Only***

Approved by \_\_\_\_\_ Date approved \_\_\_\_\_

Added to Master Calendar on \_\_\_\_\_ by \_\_\_\_\_

Date Event Contact Notified \_\_\_\_\_

Fees / Charges \_\_\_\_\_

Damage Deposit Received \_\_\_\_\_ Date Deposit Received \_\_\_\_\_

Fees Received \_\_\_\_\_ Date Fees Received \_\_\_\_\_

Damage Deposit Returned \_\_\_\_\_ Date Deposit Returned \_\_\_\_\_

St. Timothy's Lutheran Church is a building dedicated to the Glory of God. It is available for reservation by persons or groups that are part of the church family. A person or group outside of St. Timothy's church may request to rent space if available and if the event is consistent with the mission of the church.

We request that members and others who are granted permission to use the facilities, treat it and the personnel involved in each event, with the utmost respect.

**SPACE AVAILABLE for USE (check appropriate boxes)**

- Sanctuary
- Narthex
- Narthex Kitchenette
- Board Room
- Media Room
- Nursery
- Fellowship Hall
- Fellowship Kitchen
- Lower Link Entrance Room Area
- Parking Lot
- Outside Church Grounds (excluding Reflection Garden and the Montessori school's playground)

**EQUIPMENT AVAILABLE for USE (check appropriate boxes)**

- Tables, indicate number needed \_\_\_\_\_
- Chairs, indicate number needed \_\_\_\_\_
- TV/VCR or DVD player
- Podium
- Piano (requires special permission of Music Director or Pastor)
- Projector Screen
- Overhead Projector
- Blackboard (available in Board Room only)
- Other equipment not listed above, please list on front of form or here \_\_\_\_\_

**FEES**

**For full information and complete fee schedule, refer to the document 'Guidelines for Members for Use of St. Timothy's Lutheran Church' or 'Guidelines for Non-Members for Use of St. Timothy's Lutheran Church'.**

**Damage deposit** - Due upon approval of requested event date. Returned after event if no damage.

➤ \$75.00 per room (\$300 maximum) damage deposit is required to reserve a date for the Fellowship Hall\*\*, Kitchen\*\*\*, Board Room, Library/Media Room, and/or Nursery.

OR

➤ \$300.00 damage deposit is required for use of building\* and grounds.

Note: Special events requesting use of the entire church (\*except excluded areas including offices and the Montessori school lower west wing area which is not available for rental), including church grounds and parking lot, must be approved by the Church Council or Executive Committee with the exception of weddings and funerals which are handled by the Pastor/office. \*\*If renting Fellowship Hall, renter must have an adult monitoring the lower link area throughout the event to ensure the Montessori school area is not accessed or disturbed. \*\*\*Kitchen usage requires that a St. Tim's member must be present; see fee schedule.