

St. Timothy's Lutheran Church

RECURRING EVENT RESERVATION FORM

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

Event and/or Group _____

Starting Date and Details for Recurrent 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.