



Event Notification & Resource Scheduling Form

Name: _____ Date: _____

Phone: _____ Email: _____

Organization: (circle one) GLC MACS WCA Other: _____

Event Name: _____

Event Date(s): _____ (Attach Schedule if needed.)

Room Requested: _____ # of people: _____

Start Time: _____ End Time: _____ Reoccurring? Yes / No

Resources Needed:

Item	Quantity	Item	Quantity
Tables		Podium	
Chairs		Computer	
TV		Projector	
VCR/DVD		Sound System	
Other:			

Additional Comments: _____

(DO NOT WRITE BELOW THIS LINE)

1.) Availability Check –

Schedule open as requested: Yes No Possible Conflict(s): _____

2.) Administrator Review -

Approved: As Is / With Changes / Denied _____

Billable?: Yes No Rate: _____

Climate Control Modifications?: Yes No Lock / Unlock? _____

3.) Data Entry -

Confirmed with Requester: Date: _____ By: _____

BUILDING POLICY – Revision 4 Section M.

Building Usage Rates

On occasion your organization may desire to use the building shared spaces outside of normal operating hours identified in your Joint Use Agreement. Usage rates for the church family apply only to non-church related usage. In order to recover the added expense for utilities, staff, clean-up, etc. the following fee table serves as a guideline for usage rates.

Location	Church Family	Building Tenant	Other
Classroom/Meeting Room	\$8/hr.	\$8/hr.	\$15/hr.
Large Meeting Room	\$15/hr.	\$15/hr.	\$25/hr.
Cafeteria	\$25/event	\$40/event	\$50/event
Gymnasium/Sanctuary	\$30/event	\$60/event	\$75/event
Kitchen*	\$30/event	\$60/event	\$75/event
Small Sound System	No charge	\$10/event	\$14/event
Large Sound System	No charge	\$15/event	\$25/event

* At least one person from the church or food service shall be in attendance any time major kitchen equipment (ovens, stoves, dishwasher, etc.) is used for a function. Rate is \$20.00 per hour.

- Custodial charge is \$25.00 per hour if clean-up required after use.
- Special usage rates available for frequent scheduled use such as basketball practice...
- Sound system use requires formal training and approval from GLC sound system operators.

NOTE: Please contact the church administrator for monthly rates and formal joint use agreement rates.