

BENTHEIM REFORMED CHURCH

Request & Application for Building Usage

Contact Person: _____ Phone _____

Cell Phone: _____ Email Address: _____

Address: _____

City _____ State _____ Zip Code _____

Dates and times to use building: _____

You may not set up on Sunday until after 11:30 a.m. during the church program year.

Rooms to be used (please check all that apply):

Sanctuary Family Life Center Kitchen
 Family Life Center (gym) Classroom # or #s _____
 Nursery

SETUP:

Sanctuary use: What would you like the temperature (heat or air conditioning) set at? _____

For weddings: Air conditioning on or off during wedding ceremony: On Off

Family Life Center use: What would you like the temperature (heat) set at? _____

Will you be bringing in and using special equipment, and what decorations are you planning to use?

SOUND: Is a sound technician needed? _____ (NOTE: Sound technician fee is \$35 for any part of the first full hour (minimum charge) and \$15 for every hour beyond that. Charge is a minimum of \$ 75 for weddings. If a sound tech is needed at a wedding rehearsal the \$ 35/\$ 15 per hour rate above will apply)

If yes, what equipment will be needed:

<input type="checkbox"/> number of microphones	<input type="checkbox"/> Black music stands
<input type="checkbox"/> wireless lapel mics	<input type="checkbox"/> Floor monitors
<input type="checkbox"/> handheld mics on stands	<input type="checkbox"/> Portable sound system
	<input type="checkbox"/> Recorded CD/MP3/tape playback

Does the event need to be recorded? yes no

Date Fees were received: _____ (must be paid along with this application)

Received by: _____

◆ **Please make checks payable to: Bentheim Reformed Church General Fund**

◆ Your date will be confirmed when this Building Usage Form and payment for ALL FEES is submitted

◆ Building Usage Fees:	<u>BRC members</u>	<u>Non-members</u>
◆ Family Life Center	\$50.00	\$100.00
◆ Sanctuary	0.00	100.00