



Event Name \_\_\_\_\_ Event Date \_\_\_\_\_

Group Requesting Space \_\_\_\_\_ Start Time \_\_\_\_\_

Coordinator's Name \_\_\_\_\_ End Time \_\_\_\_\_

Phone \_\_\_\_\_ Setup Date & Time \_\_\_\_\_

Email \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Does your event involve children (under 18) or vulnerable adults?  Yes  No

**Requested Rooms**

- Dining Room .....\$50
- Education Hall.....\$100
- Ed Hall – Classroom, double .....\$35
- Ed Hall – Classroom, single .....\$25
- Fellowship Hall.....\$200
- Fellowship Hall – Classroom, double.....\$35
- Fellowship Hall – Classroom, single.....\$25
- Francis Property.....\$100
- Sardis House Classroom/Bedroom.....\$25
- Sardis House Multi-Purpose Room.....\$150
- Scout Hut .....\$35

**Visual Equipment**

- Easel
- Projector
- Screen
- TV on Cart
- Whiteboard

**Audio Equipment**

- Sound System

- *The Custodial Fee is \$30 per hour and is required for all groups meeting outside of regular custodial hours. (see below)*
- *The Audio/Visual Fee is \$40 per hour and applies if an audio/visual technician is needed as determined by the Minister of Music.*
- *Large or recurring events may require special pricing.*

*Your reservation is not complete until you receive confirmation from the Church Office.  
You will be contacted one week before your event to arrange your setup needs.*

**Key Contacts** (this form will be sent to the key contacts, but are provided for you in case you have follow-up needs):

Calendar: Danelle Kime ([danelle.kime@sardis.org](mailto:danelle.kime@sardis.org))  
Facilities/Setup/Visual Equipment: Mark Slimer ([mark.slimer@sardis.org](mailto:mark.slimer@sardis.org))  
Audio Equipment: Jared Daugherty ([jared.daugherty@sardis.org](mailto:jared.daugherty@sardis.org))

**Standard Custodial Hours**

Monday – Friday 7:30 a.m. – 9:00 p.m.  
Saturday varies  
Sunday 7:00 p.m. – 1:00 p.m.

**For Office Use Only**

Date Scheduled \_\_\_\_\_  
Fee \_\_\_\_\_  
Fee Received \_\_\_\_\_  
Agreement Received \_\_\_\_\_  
Insurance Received \_\_\_\_\_