



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
- Ed Hall – Outside green space .....\$25
- Fellowship Hall.....\$200
- Fellowship Hall – Classroom, double .....\$35
- Fellowship Hall – Classroom, single .....\$25
- Sardis House Classroom/Bedroom .....\$25
- Sardis House Multi-Purpose Room.....\$150
- Scout Hut .....\$35
- South Lawn (Francis Property) .....\$100

**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: Mark Slimer ([mark.slimer@sardis.org](mailto:mark.slimer@sardis.org))

Audio/Visual Equipment: John Nipe ([john.nipe@sardis.org](mailto:john.nipe@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 \_\_\_\_\_