

NON-PROFIT EVENT PLANNING FORM

[Please return this to the church's administrative assistant- Susan Faulkner]

This form should be submitted at least 8 weeks before the event date.

Today's Date: _____
Contact Name: _____ Contact Phone Number: _____
Contact Email: _____
Name of Event: _____ Date of Event: _____
Rain Date: _____
Advertised Time of Event (In parentheses, include setup and cleanup times): _____ (_____)
Cost of Event: _____ Number of People: _____

*Rooms Requested: Gathering Area Fellowship Hall Chapel
 Family Life Center Builder's Room Friendship Room
 Conference Room Sanctuary Choir Room
 Media Room Pavilion Kitchen
 Lounge Nursery

*Please note that these rooms are the only available rooms for rental. No other rooms should be considered for use.

IMPORTANT INFORMATION:

- Kitchen use- You are responsible for cleaning the kitchen and making it ready for the next use.
Do you need kitchen use instructions? Yes No
- If your event is on a Saturday and you have requested the Family Life Center, please be advised that this room must be cleaned and vacated by 6:00 pm so that set-up for the Sunday service can take place.
- Custodial Services - You are required to do your own setup and cleanup of the room you have requested.
Do you need custodial instructions? Yes No
- There is an extra charge for the use of the technology equipment listed below.
- The Lititz Church of the Brethren's copyright license (CCLI or CVLI) does not cover any digital or print media used by outside groups. These groups must get their own CCLI's and CVLI's. They can be obtained from www.ccli.com

Technology Equipment requested? Yes No
 Projector Sound System Microphones TV
 VCR DVD Overhead Wi-fi
 Other Please Explain: _____

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Staff Signature: _____ Date: _____
Event marked on church calendar? Yes No
Rooms booked? Yes No
Followed up on additional services requested (food service, custodial, technology)? Yes No
Total Fee: _____ Payment due by: _____

Notes to Contact person:

Signed copies need to be given to each individual listed on this form (food service, custodial, technology, etc.), the administrative assistant, and contact person.

General Guidelines

1. No smoking, alcohol, or profanity will be tolerated at any time.
2. All participants in athletic contests shall wear gym shoes and the proper sports attire.
3. Decorations may be used, if attached to painted walls by masking tape, and must be removed immediately after the function.
4. Any items removed from the kitchen or hall must be cleared through the kitchen coordinator. Immediate return of such items is required.
5. Situations not covered by these guidelines will be considered on an individual basis by the Coordinator, Fellowship & Hospitality Commission, Stewardship of Property, and/or the Church Leadership Team.
6. All church facilities shall be available free of charge for use by Sunday School classes and organizations within and/or sponsored by our church, and by the district and Churches of the Brethren within the district.
7. Suggested fees for use of church facilities by members for activities other than weddings and funerals:

Church Sanctuary	\$0
Chapel	\$0
Family Life Center	\$100
Family Life Center & Kitchen.....	\$125
Fellowship Hall	\$50
Fellowship Hall & Kitchen.....	\$75
Kitchen.....	\$40
Pavilion.....	\$20
Lounge	\$0
Gathering Area	\$50
Class Rooms ½ day	\$50
8. Recommended fees for use of facilities by **non-members**:

Family Life Center	
Banquets	\$400
Recreation, first 2 hours	\$ 50
\$15/additional hours	
Fellowship Hall	
Banquets	\$250
Meetings	\$ 60
Kitchen.....	\$45/per hour
Pavilion.....	\$ 45
Lounge	\$ 30
Courtyard	\$ 35
Gathering Area	NA
Class Rooms ½ day	\$60
Use of PA System.....	\$25 extra
9. An extra fee is charged for custodian services when needed as determined by the Coordinator.
10. **Wedding arrangements are made through the Wedding Coordinator.** Please refer to the Wedding Policy Booklet, which can be obtained in the church office.

Our concern is to make our facilities available as much as possible. These guidelines are not intended to limit the use of our facilities.