

Facility Rental Cost Sheet



Please check the spaces and services needed below.

Reservations made more than 60 days in advance of event

50% of the rental fees are due at the time of the reservation.

Fees are refundable for 30 days (less credit card or debit card transaction fees).

The remaining balance is due no less than 30 days before event.

Reservation less than 60 days in advance of event

100% of the rental fees are due at the time of the reservation. Fees are not refundable.

Rehearsals are considered separate events. Additional facility fees and services may apply.

Costs below do not include additional fees, services, or charges that may be negotiated in the Facility Use Contract.

EVENT DATE: _____ TODAY'S DATE: _____

SET UP BEGINS: _____ BREAK DOWN ENDS: _____ ACTUAL EVENT TIME: Begins _____ Ends _____

PRIMARY CONTACT NAME: _____

ORGANIZATION NAME (if applicable): _____

EVENT TYPE / NAME: _____

ADDRESS: _____

PHONE: _____ . TEXT? Yes / No EMAIL: _____

		Desired Locations (Check all).	Subtotal
Sanctuary	\$400	_____	_____
Chapel	\$200	_____	_____
Activities Building	\$400	_____	_____
Gathering Place	\$200	_____	_____
Conference / Meeting Room	\$100	_____	_____
Parking Lot	\$100	_____	_____
Clergy	\$200	_____	_____
Organist / Pianist / Musician / Singer	Artist Negotiable	_____	_____
Cleaning / Room Reset (Sanctuary, Gathering Place, Activities Building)	\$150	_____	_____
Cleaning / Reset (Chapel)	\$100	_____	_____
Cleaning / Reset (Conference, Meeting Room)	\$75	_____	_____
Table Cloths/Linens	\$100	_____	_____
Opening / Closing	\$50	_____	_____
Audio Visual	See Page 2	_____	_____
TOTAL			_____

Resurrection MCC Audio / Visual Planning Tool

This form is a planning tool that ministry groups and event planners should complete to schedule the involvement of the A/V Ministry team in events that fall outside of the Sunday Worship Services or Church Congregational Meetings. It is suggested that this is completed and returned to the A/V Team when an event is officially scheduled on the church calendar, but at a **minimum of 3 weeks** in advance of the event date. An electronic version of this form is available from a church staff member or the A/V Team.

Today's Date _____ Date of Event _____ Staff: _____

Nature of Event _____ Event Begins at _____

Contact Person _____ Event Ends at _____

Location of the event: Main Building _____ Activities Building _____

Day Phone _____ Evening _____

Off site Address _____

Requested Rehearsal: Date _____ Start Time: _____ End: _____

Date _____ Start Time: _____ End: _____

Tell us what you will need to make your event a Success!

Podium Mic _____ Handheld Mic _____ Headset Mic _____ Monitors _____
Wireless Lapel Mic _____ Wireless Handheld Mic _____ TV _____
Overhead Projector _____ Slide Projector _____ LCD Projector _____
Projector screen _____ Tape Player _____ CD Player _____ Easel _____
Stage Lighting _____ Audio Recording of event _____ Video Projection _____

Please feel free to attach a service outline or other documents to this request.

Holy Unions and Weddings

A/V will be present one (1) hour before the scheduled service time noted above to set up. Fees for A/V are *separate* from the facility costs. **A/V Fees are due when scheduling the facilities.** The Main Sanctuary and Activities Building are **\$175.00** per event. Any requests to be at the church earlier than the schedule hour before the service will incur additional fees. **Rehearsals on a different day are considered an event.** Additional fees may be incurred depending on complexity of the program requests.

Some Suggestions

When using tape music, record it on a CD quality cassette tape (these will be returned to you after the service). Record your pre-service music longer than you plan for (if you want the music to start 20 minutes before the Holy Union, record 30 or 40 minutes). Place each song that will be used in the service on a tape of its own. Label the songs. When using CD's, place the prelude music on one CD and the music to be used during the service on a second CD.