

# John Knox Presbyterian Church Facility Rental and Reservation Request Form

We are pleased to be able to offer our church facilities for your event. Please see the attached fee schedule for a complete listing of required deposits, rental, and service fees.

*For Weddings, please refer to the John Knox Wedding Policy.*

Requestor: \_\_\_\_\_

Are you a Member of JKPC? \_\_\_\_\_

If not, who recommended you to us? \_\_\_\_\_

Requested Activity: \_\_\_\_\_

Your Phone Number(s): \_\_\_\_\_

Your Address: \_\_\_\_\_

What part of the facility is required?

\_\_\_\_\_ Fellowship Hall                      \_\_\_\_\_ Kirk Room                      \_\_\_\_\_ Parlor                      \_\_\_\_\_ Youth Center

\_\_\_\_\_ Gym                      \_\_\_\_\_ Classroom\*                      \_\_\_\_\_ Other\*

\* For Classrooms or Other, please specify: \_\_\_\_\_

Is the Kitchen Required?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Is the Sound System Required?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Date you will need the facilities: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Will you need anyone to unlock the building for you? Yes or No

Will you need anyone to lock up after you leave? Yes or No

Office Use:

Date Request Received: \_\_\_\_\_

Info on Calendar: \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Date Reviewed by P&O: \_\_\_\_\_

Date Session Approved: \_\_\_\_\_

Fees and Deposit \$ \_\_\_\_\_

Date Money Received: \_\_\_\_\_

## Facility Rental and Services Fee Schedule

**I understand that I am responsible for the following fees in connection with our facilities use at John Knox Presbyterian Church:**

Nature of Event	Church Member	Members/ Outside Event	Others	Total
Sanctuary Rental - Seating Capacity is 450	\$ 75	\$150	\$ 650	
Chapel Rental - Seating Capacity is 160	\$ 50	\$100	\$ 250	
Fellowship Hall Rental and Custodial Service (see note 2), Seating Capacity is 300, Max Persons 500	\$ 150	\$300	\$ 450	
Kirk Room Rental (see note 2) - Seating Capacity is 40, Max Persons 100	\$ 75	\$150	\$ 250	
Parlor Rental - Max persons 100	\$ 50	\$100	\$ 100	
Classroom Rental	\$ 50	\$100	\$ 50	
Family Life Center (Gymnasium)	\$ 150	\$250	\$ 350	
Youth Center	\$200	\$300	\$400	
Sanctuary Setup	\$ 50	\$ 50	\$ 50	
Chapel Setup	\$ 50	\$ 50	\$ 50	
Kirk Room Setup	\$ 25	\$ 25	\$ 25	
Fellowship Hall Setup	\$ 50	\$ 50	\$ 50	
Sound Technician	\$ 50	\$ 50	\$ 50	
Deposit – General	\$ 100	\$ 100	\$ 100	
Deposit – Food Service (other than JK caterer)	\$ 100	\$ 100	\$ 100	
Total Fees and Deposits -				

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### Notes

1. Your payment should be made out to John Knox Presbyterian Church. Your fee payment and deposit is required at the time your reservation is made. Deposit will be returned upon satisfactory inspection.
2. The use of the kitchen is included in the rental fees for the use of the Fellowship Hall and the Kirk Room. A deposit is required as shown above if not using the JK caterer. All food service and cleaning is the responsibility of the renter. This deposit will be returned after a satisfactory inspection by the Facilities Manager.
3. Alcoholic Beverages and Tobacco Products are prohibited on Church Property.
4. Building should be vacated by 9:30pm. Areas used should be left in the same condition they were found (including trash removal). Deposit forfeited if policies are not followed.