



# Guest Event Planning Form

*This form must be filled out and approved at least 4 weeks prior to the event date.*

## General Details

Name: \_\_\_\_\_ Event Date/Time: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Contact e-mail: \_\_\_\_\_

## Planning Information

The time you are requesting to access the facilities: \_\_\_\_\_

Areas you will be using (check all that apply):

- \*Sanctuary Time: \_\_\_\_\_
- \*Fellowship Hall Time: \_\_\_\_\_
- Dressing rooms Time: \_\_\_\_\_ Room #(s): \_\_\_\_\_
- Pavilion Time: \_\_\_\_\_
- Kitchen Time: \_\_\_\_\_

### IMPORTANT:

*All areas used must be vacuumed (floor & seats); trash must be removed to the dumpster; the kitchen must be wiped down, mopped, and dishes put away. A copy of the NLAG Facility Rental Cleanup Checklist can be found on our website: [www.landisburqaq.com/resources](http://www.landisburqaq.com/resources).*

## \*We Would Like a Teach Team Member to Serve During This Event.

**Note:** *This would be an additional donation to the individual(s) on the day of the event. There is no set amount, however, we ask that you would be mindful of their travel to and from, as well as the time spent preparing for and working at the event. Thank You!*

	Sanctuary	Fellowship Hall
Computer	<input type="checkbox"/>	<input type="checkbox"/>
Projector	<input type="checkbox"/>	<input type="checkbox"/>
Sound System	<input type="checkbox"/>	<input type="checkbox"/>

Microphones  Number needed: \_\_\_\_\_

## Please Review Our Policies on The Back Before Signing.

### IMPORTANT:

#### General Rules:

- Smoking is not permitted anywhere in or around our church buildings.
- Alcoholic beverages may not be served at any event on NLAG property.
- Music with profanity and/or crude lyrics is prohibited in or around our facilities
- A member reserving the facility for a third party is prohibited.

**NOTE:** *It is the responsibility of the event holder to see that their guests observe these policies. All approved rentals from non-members/non-full-time NLAG attendees require a \$25.00 security deposit at the time of approval that will be returned by hand or mail no longer than one week after the event if the facility is left clean. The church properties must be left in the condition in which they were found. A cleaning check-out list will be provided to the renter making the reservation to fill out and leave on the kitchen island or in our church mailbox after leaving the pavilion.*

**(a) Fellowship Hall Rental**

**Non-members/Non-full-time NLAG attendees:**

- I. Rental of the Fellowship Hall will be \$50.00.
- II. Approved requests will be for a five (5) hour rental of the space to give the patron time to set up, hold the event, and clean up.
- III. These fees help cover the cost of deep cleaning, lighting, and the heating/cooling of the space.

**(b) Kitchen Use**

*Safety Rule: Children under the age of sixteen (16) are not permitted to be in the kitchen.*

**Non-members/Non-full-time NLAG attendees:**

- I. Approved requests will be for a five (5) hour rental of the space to give the patron time to set up, hold the event, and clean up.
- II. No cooking is permitted in the kitchen. The use of the kitchen for staging and serving catered or pre-prepared food is permitted for a \$25.00 fee. This fee helps to cover the cost of deep cleaning, lighting, and the heating/cooling of the space.
- III. NLAG is also not responsible for providing any supplies used for eating, drinking, and/or serving.

**(c) Pavilion Rental**

**Non-members/Non-full-time NLAG attendees:**

- I. Rental of the Pavilion including access to the inside restroom facilities will be \$50.00 for a five (5) hour rental.
- II. Rental of the Pavilion NOT including access to the inside restroom facilities will be a \$30.00 fee.
- III. These fees help cover the cost of maintaining the space.

**(d) Sanctuary Rental**

**Non-members/Non-full-time NLAG attendees:**

- I. Rental of the Sanctuary will be \$100.00.
- II. Approved requests allow for a five (5) hour rental of the space to give the patron time to set up, hold the event, and clean up.
- III. These fees help cover the cost of cleaning, lighting, and heating/cooling of the space.

\_\_\_\_\_

**Signature**

**Total Cost: \$ \_\_\_\_\_ Note: The security deposit is to be a separate check.**

<b>Office Use Only:</b>	<input type="checkbox"/> <b>Lead Pastor Approval</b> Date: _____	<b>Church Team Member responsible for:</b>
	<input type="checkbox"/> <b>Admin/Office Approval</b> Date: _____	Opening up: _____ Walkthrough/locking up: _____ Was the facility left clean <input type="checkbox"/> Yes <input type="checkbox"/> No _____ _____