



Private 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.

*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:

1. Smoking is not permitted anywhere in or around our church buildings.
2. Alcoholic beverages may not be served at any event on NLAG property.
3. Music with profanity and/or crude lyrics is prohibited in or around our facilities
4. 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.

(a) Fellowship Hall Rental

Church members/Full-time 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. Those who wish to use the kitchen for a non-church-related activity will be encouraged to make an appropriate donation to cover the cost of the building usage but this is not required.

(b) Kitchen Use

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

Church members/Full-time 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. The use of NLAG’s electric stove is permitted. Personal cooking appliances (*i.e., crockpots, etc.*) are also permitted to be brought into the kitchen for cooking. Additional NLAG cooking appliances are not permitted to be used for non-church-related events. Nor is NLAG responsible for providing, eating, drinking, and/or serving supplies.
- III. Those who wish to use the kitchen for a non-church-related activity will be encouraged to make an appropriate donation to cover the cost of the building usage, but this is not required.

(c) Pavilion Rental

Church members/Full-time attendees:

- I. Approved requests will be for a five (5) hour rental of the Pavilion to give the patron time to set up, hold the event, and clean up.
- II. Members/Full-time attendees may request access to the inside restroom facilities. Those who wish to use the inside restroom facilities will be encouraged to make an appropriate donation to cover the cost of the building usage, but this is not required.

(d) Sanctuary Rental

Church members/Full-time 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. Those who wish to use the Sanctuary for a non-church-related activity will be encouraged to make an appropriate donation to cover the cost of the building usage, but this is not required.

Signature

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