

Genesis the Church

309 N. Main Street Royal Oak, MI 48067 Phone: (248) 542-2266 Fax: (248) 542-2299

Facility Use Request

Event information

Event Name or Organization: _____

Room Requested: _____

Date: _____ Is this event reoccurring? Y N Start date: _____ End date: _____

Time: (Please include set-up and tear down): _____

Description of Event: _____

Event Contact Person: _____

Phone: _____

Address: _____

Event Details

Number of people expected? _____ Will food or beverage be served? Y N

Do you need any of the following?

Kitchen Dishes/Silverware AV Equipment PA System

Will additional security be needed? Y N

Are you currently a member of Genesis? Y N

Room	Fee	Compsity / Details	Amount
Sanctuary	\$150-\$300	Max 625	\$
Lobby	\$50-\$100		\$
South Hall	\$75-\$150	160 tables and chairs / 340 Chairs only	\$
Kitchen	\$50-\$75		\$
Classroom #	\$25-\$75		\$
AV Tech	\$20	Per hour	\$
Custodial Service	\$60		\$
Kitchen Monitor	\$15	Per hour	\$
Building Security	\$15	Per hour	\$
Total Donation			\$

Internal Use Only

Handled by: _____ Date Received : _____

Approved **Denied** Reason: _____

Added to PC : _____ Security Person: _____ Confirmed: _____

Door Code: _____ Issued to: _____

Payment Received: _____ **CASH** **CHECK** CK# _____