



## FACILITY USE REQUEST

Location/Date
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**Desired Date:** \_\_\_\_\_  
Month      Day      Year

**Date of Request:** \_\_\_\_\_

**Name of Group:** \_\_\_\_\_

**Activity:** \_\_\_\_\_

**Requestor/Contact:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

To enable best coordination & service, please submit a facility request at least 30 days prior to event, earlier if possible. Multi-week and major events require more advanced planning.

**Room Assignment:** To best provide for your event and others, the facilities staff will consider the information you provide to assign room(s). Please indicate any set-up style preferences. While the facilities staff coordinates a variety of set-ups, the requestor may be asked to assist with extra or non-conforming set-up and/restoration.

**Times:** Please indicate the earliest time you will need to arrive for set-up. The assigned room(s) may not be available before this time due to other activities or preparation.

**Technical Sound and Lighting Needs:** You will be contacted if you have specific technical needs for your event.

Arrival/set-Up Time: \_\_\_\_\_      Event Begins: \_\_\_\_\_

Event Ends: \_\_\_\_\_      Departure/Cleanup Time: \_\_\_\_\_

Estimated Size of Group: Adults: \_\_\_\_\_      Children: \_\_\_\_\_

**FEE SCHEDULE**  
**Cost associated with renting space at NSMBC**

**Fellowship Hall**

One half day afternoon (5 hours or less)	\$100.00/Hour
Full day, morning, and afternoon (Over 5 hrs.)	\$700.00

**Main Sanctuary**

**Weddings (non-member)**

One half day or evening (6 Hours)	\$1500.00
Wedding rehearsal (3 hours)	\$250.00
Rehearsal Dinner (Fellowship)	
Reception (fellowship hall)	See Above
Officiating Minister	\$100.00
Organist/Pianist	\$250.00 (\$50 non-refundable deposit)
Sound Engineer	\$150.00
Janitorial/Turnkey	\$25.00/hour

**Funeral Services (non-member)**

Sanctuary (3 Hours or Less)	\$1000.00
Organist/Pianist	\$250.00 (funds must be secured before services rendered)
Soloist	\$125.00
Sound Engineer	\$150.00
Janitor/Turnkey	\$20.00/hour

**Concerts/Large Church Functions**

Rehearsals— 4 p.m. to 8 p.m. (sanctuary only)	\$1000.00
Day of Concert (sanctuary and changing rooms only)	\$4,000.00
Sanctuary	\$1,600.00
Fellowship	\$700.00

**Signed by Person Responsible for Event: Agrees to New Salem MB Church's building regulations.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval Signature \_\_\_\_\_

**Equipment/Application Requirements**

- Overhead Projector/Screen (\$100)
- Podium/Dais
- Portable Mic/Speaker
- Additional Microphones - \$70 per mic
- Keyboard - \$200
- Organ - \$200
- Drums - \$200

**Request to Reserve Room:**

- Sanctuary
- Fellowship Hall
- Classroom

**Kitchen/Fellowship Hall Requirement (Please indicate number required)**

Tables (Round) \_\_\_\_\_  
Tables (Long Rectangle) \_\_\_\_\_  
Tablecloths x \$4 ea. \_\_\_\_\_  
Chairs \_\_\_\_\_  
Chair Covers \$2 ea. \_\_\_\_\_

**Maintenance fees**

- \*Set- Up/Clean-up \$150
- \*Turnkey \$75
- \*Security At Church Request

\*Depending on the size of the affair will determine the number of personnel required for the event.

**Hospitality fees**

Please ask for cost associated with coffee set-up, tablecloths, newsprint, and other materials.