

**Church of the Master
Facility Use Application
Otterbein College**

Event Date: _____ **Group Name:** _____

Person completing this form:

Name: _____ Phone: _____

Address: _____

Email Address: _____

Person in charge during event:

Name: _____ Phone: _____

Address: _____

Email Address: _____

Event Information:

Arrival/Setup Time: _____ Event End Time: _____

Event Start Time: _____ Departure Time: _____

Event Description: _____

Estimated Number of Attendees: _____

Requested Space: (Check all areas needed per event)

Sanctuary _____ (\$35) Chapel _____ (\$15)

Narthex _____ (\$25) Classroom (specify) _____ (\$15)

Sound System _____ (\$35) Wagoner Hursh _____ (\$15)

Video System _____ (\$35) Nursery _____ (\$15)

Kitchen _____ (\$25) Outside area (specify) _____ (\$35)

Fellowship Hall _____ (\$35) **** Tables/Chairs Needed _____ ****

Gym _____ (\$35) ****(If checked, Event Setup Form is Required)

Will equipment be delivered? Yes _____ No _____ If Yes, Please describe _____

Guidelines:

- Please list one event per form.
- If tables/chairs are needed, please fill out the Event Setup Form also.
- Forms must be submitted to the church office in person or via fax or email.
- Please notify the church immediately if the event is canceled or changes occur in the time/date.
- Please notify the church immediately if changes occur in the size of the event or the space.
- All requests will be based on the current schedule of date availability and cannot be guaranteed.
- Church events have priority over outside events in case of date/time conflicts.
- Dates are not considered reserved until approved by the Board of Trustees or the Pastor.

Applicant
Signature: _____

Date of
Application: _____

**Church of the Master
Facility Use Fee Schedule
For Otterbein College**

For Church Office use only

Please indicate appropriate fees on each line as applicable:

- _____ Sanctuary & Narthex: \$35 per event
- _____ Narthex (Food Served): \$25 per event
- _____ Sound system: \$35 per event
- _____ Video system: \$35 per event
- _____ Wagoner Hursh, Chapel or Classrooms: \$15.00 per room per event
- _____ Kitchen: \$25 per event
- _____ Fellowship Hall: \$35 per event
- _____ Gym: \$35 per event
- _____ Outdoor Areas: \$35 per event
- _____ Custodial Fee: \$35.00 per event
(Events with 100 people or more, or upon discretion of facility manager)
- _____ **Total Applicable Fees**

Added event to calendar as Pending: _____ (initials/date)

Facility Use Application Approval: _____ (approved by/date)

Sound: _____ (name) _____ (amount)

Video: _____ (name) _____ (amount)

Other: _____ (name) _____ (amount)

Other: _____ (name) _____ (amount)

Total of all fees that apply: _____ (amount) _____ (initials/date)

Invoice Date: _____ (initials/date)

Payment Received: _____ (amount) _____ (initials/date)