

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

**Event Date:** \_\_\_\_\_ **Group Name:** \_\_\_\_\_  
\_\_\_\_\_

**Person completing this form:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Person in charge during event:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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	_____	East Fellowship Hall	_____
Narthex	_____	West Fellowship Hall	_____
Wagoner Hursh	_____	Gym	_____
Chapel	_____	Classroom (specify)	_____
Nursery	_____	Outside area (specify)	_____
Kitchen	_____	Tables/Chairs Needed	_____****
Sound Needed	_____	Video Needed	_____

\*\*\*\*(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, via fax, or email.
- Please notify the church immediately if the event is canceled or changes occur in the time/date required.
- Please notify the church immediately if changes occur in the size of the event or the spaces required.
- 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 in consultation with the Administrative Secretary.

**Applicant**

**Signature:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

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

Please indicate appropriate fees on each line as applicable:

- \_\_\_\_\_ Sanctuary: \$35.00 per event
- \_\_\_\_\_ Narthex: \$35.00 per event
- \_\_\_\_\_ Fellowship Hall: \$35.00 per event
- \_\_\_\_\_ Classrooms: \$15.00 per Classroom per event
- \_\_\_\_\_ Kitchen: \$25.00 per event
- \_\_\_\_\_ Chapel: \$15.00 per event
- \_\_\_\_\_ Gym: \$35.00 per event
- \_\_\_\_\_ Outside Use: \$35.00 per event
- \_\_\_\_\_ Sound system: \$35.00 per event
- \_\_\_\_\_ Video system: \$35.00 per event
- \_\_\_\_\_ Custodial Fee: \$35.00 per event (Needed for events with setup or many people)
- \_\_\_\_\_ **Total Applicable Fees**

---

**For Church Office use only**

**To Be Completed by Office**

**Date/Time Approval:** \_\_\_\_\_ (Initials/Date)

**Added to calendar as Pending:** \_\_\_\_\_ (Initials/Date)

**Approval:**

**Facility Use Application Approval:**

**Date:** \_\_\_\_\_

**(Pastor or Board of Trustees)**

**Fees to be charged:** \_\_\_\_\_ (amount) \_\_\_\_\_ (initials/date)

**Setup:**

**Sound:** \_\_\_\_\_ (name) \_\_\_\_\_ (amt)

**Video:** \_\_\_\_\_ (name) \_\_\_\_\_ (amt)

**Custodial/Security:** \_\_\_\_\_ (name) \_\_\_\_\_ (amt)

**Setup:** \_\_\_\_\_ (name) \_\_\_\_\_ (date)

**Total of all fees that apply:** \_\_\_\_\_ (amount) \_\_\_\_\_ (initials/date)

**Invoice Date:** \_\_\_\_\_

**Payment Received:** \_\_\_\_\_ (amt) \_\_\_\_\_ (date) \_\_\_\_\_ (initials/date)