



Event Name _____ Event Date _____

Group Requesting Space _____ Start Time _____

Coordinator's Name _____ End Time _____

Phone _____ Setup Date & Time _____

Email _____ Expected Attendance _____

Requested Rooms

- Dining Room \$50
- Education Hall..... \$100
- Ed Hall – Classroom, double \$35
- Ed Hall – Classroom, single \$25
- Fellowship Hall..... \$200
- Fellowship Hall – Classroom, double..... \$35
- Fellowship Hall – Classroom, single..... \$25
- Francis Property..... \$100
- Sardis House Classroom/Bedroom..... \$25
- Sardis House Multi-Purpose Room..... \$150
- Scout Hut \$35

Visual Equipment

- Easel
- Projector
- Screen
- Whiteboard

Audio Equipment

- Sound System

- *The Custodial Fee is \$30 per hour and is required for all groups meeting outside of regular custodial hours. (see below)*
- *The Audio/Visual Fee is \$40 per hour and applies if an audio/visual technician is needed as determined by the Minister of Music.*
- *Large or recurring events may require special pricing.*

*Your reservation is not complete until you receive confirmation from the Church Office.
You will be contacted two weeks before your event to arrange your setup needs.*

Key Contacts (this form will be sent to the key contacts, but are provided for you in case you have follow-up needs):

Calendar: Danelle Kime (danelle.kime@sardis.org)
 Facilities/Setup/Visual Equipment: Mark Slimer (mark.slimer@sardis.org)
 Audio Equipment: Jared Daugherty (jared.daugherty@sardis.org)

Standard Custodial Hours

Monday – Friday 7:30 a.m. – 9:00 p.m.
 Saturday varies
 Sunday 7:00 p.m. – 1:00 p.m.

For Office Use Only

Date Scheduled _____
 Fee _____
 Fee Received _____
 Agreement Received _____
 Insurance Received _____