

**- FCC Event Reservation & Room Request -
- Room Rentals -**

Date Submitted: _____

By: _____

Ministry (if applicable): _____

Event Title/Room Rental Reason: _____

Date(s): From _____ To _____ Time: From _____ To _____

Set-Up Date & Time: _____

Recurring? Y N When: _____

Contact Person: _____

Email: _____ Phone: _____

Approximate # of Attendees: _____ Number of Rooms Needed: _____

Room Use/Activity for each room: _____

Any special needs: Kitchen, A/V, etc.? _____

Check if promotion is needed (see other side for details- FCC events only)

Directions/Steps

1. Completely and clearly fill out the Room Rental Request.
2. Submit the Room Rental Request to the main office.
3. The Exec Team will review your request at their weekly meeting.
4. A staff member will contact you and provide you the necessary information.

***** Payment is required prior to your event *****

FEES

-apply to rentals only-

(hour count includes set-up time, \$25 custodial fee added to some rentals of Extra Large space)

Small Less than 20 people	Medium 20 - 50 people	Large 50 - 100 people	Extra Large 100 + people
<p>Regular Attender: 0-1 hour= no charge 1-4 hours= \$10, \$5/hr each additional</p> <p>Non-Regular Attender: 0-4 hours= \$15, \$5/hr each additional</p> <p>Kitchen add-on: \$5 per hour with a \$20 deposit.</p>	<p>Regular Attender: 0-1 hour= no charge 1-4 hours= \$15, \$5/hr each additional</p> <p>Non-Regular Attender: 0-4 hours= \$25, \$5/hr each additional</p> <p>Kitchen add-on: \$5 per hour with a \$20 deposit.</p>	<p>Regular Attender: 0-1 hour= no charge 1-4 hours= \$25, \$5/hr each additional</p> <p>Non-Regular Attender: 0-4 hours= \$35, \$5/hr each additional</p> <p>Kitchen add-on: \$5 per hour with a \$20 deposit.</p>	<p>Regular Attender: 0-1 hour= \$25 1-4 hours= \$50, \$25/hr each additional</p> <p>Non-Regular Attender: 0-4 hours= \$100, \$25/hr each additional</p> <p>Kitchen add-on: \$5 per hour with a \$20 deposit.</p>

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Promotion Request for FCC Ministries & Events:

Opportunity/ Event: _____

Target audience (Who needs to know?) _____

Why should they participate? _____

Registration deadline: _____ Cost _____

How to register: Web/App Connect Card East Foyer Counter

Counter space dates (only if selling tickets or collecting money)

Will a cash box be needed? Yes No

- Email this form to your ministry team leader or staff representative
- Attach your article draft for editing; include date, time, location and contact person info in the body of the article
- Your event must be approved first by the Executive Team, then promotion requests should be submitted at least one month before advertising/ promotion is to begin
- **Promotion vehicles will be determined based on how this opportunity/event fits into the Purpose, Values & Vision of FCC's objectives and strategies**

OFFICE USE

Approved: Y N Initials: _____ Date: _____ Fee Total: \$ _____

Amount Pd: \$ _____ Date: _____ Collected By: _____

Cash Check #: _____

Room(s) Assigned: _____

ADMIN USE

Publish to: Outlook Elexio

Notify: _____

Copies to: _____

Notes: