

# Building Usage Worksheet



## Event Info

Event Name	_____	Event Date/Time	_____
Contact	_____	Today's Date	_____
E-mail	_____	Contact Phone	_____
Event Coord.	_____	Coord. Phone	_____

Charges	Non-Member		Member	Total Fee
	½ Day (4 Hours)	Full Day (8 Hours)		
Kitchen	\$75	\$125	N/C	_____
Fellowship Hall	\$75	\$125	N/C	_____
Sanctuary	\$100	\$150	N/C	_____
Meeting Rooms	\$50	\$75	N/C	_____
Sound/Media Tech	\$50/hr		\$50/hr	_____
Non-Refundable Deposit	\$50	\$75	N/C	_____
Refundable Cleaning Deposit*	\$50	\$75	\$50	_____
<i>Total Due</i>	_____			
<i>Less Deposit</i>	_____			
<i>Balance Due</i>	_____			
<i>Date Due</i>	_____			

_____	_____
Signature Renter	Date
_____	_____
Signature Event Coordinator	Date
_____	_____

\*The rental fees include basic room setup and cleanup following your event. Any additional time will be billed at \$15/hour and come from the Refundable Cleaning Deposit.

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## Office Use Only

- Renter has contact information for the Genesis Event Coordinator
- Renter understands fees
- Custodian has been notified
- Sound Tech has been notified
- Change heat setting for week of: \_\_\_\_\_