



# Recreation Outreach Center Facility Use—Reservation Form

This form should be completed at least one month before the scheduled event and no later than one week before the event.

Today's Date \_\_\_\_\_ Day and Date of the Event \_\_\_\_\_

Request submitted by \_\_\_\_\_ Are you a Parkside Church Member?  Yes  No

Please indicate type of event below:

**Church-related events (Pacesetters, Men's Ministry, Women's Ministry, SS Fellowship, Youth, Children Ministry)**

**Non-church related events (birthday parties, anniversaries, weddings, reunions, etc.)**

Indicate sponsoring ministry:	Indicate Event:
Person responsible for the event:	Person responsible for the event:
Contact phone:	Contact phone:
Email:	Email:
Staff liaison's approval:	ROC staff approval:

Approximate number of persons attending: \_\_\_\_\_ Total number of hours needed \_\_\_\_\_

Beginning date \_\_\_\_\_ and time of event \_\_\_\_\_. Ending date \_\_\_\_\_ and time of event \_\_\_\_\_.

Recurrence of activity: Check one

One time only \_\_\_\_\_ Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_ Other \_\_\_\_\_

Date and time you need to be in the building for set up \_\_\_\_\_

The ROC is available for a maximum of three hours for set up prior to an event. Is the event an outreach or inreach event? Please circle one.  
Outreach Inreach

How can this activity demonstrate the Gospel? \_\_\_\_\_  
 \_\_\_\_\_

Is this a calendaring change?  Yes  No (if yes, what was the original date of the event?) \_\_\_\_\_

If this is a church-related event and you are requesting childcare, please complete a childcare request form.

Equipment and resources requested – please check all that applies and specify quantity:

Chairs \_\_\_\_\_ Tables \_\_\_\_\_ Tablecloths \_\_\_\_\_ Whiteboard/markers \_\_\_\_\_ Flip chart \_\_\_\_\_ Easel \_\_\_\_\_ Trashcans \_\_\_\_\_ Extension cords \_\_\_\_\_  
 (If there is something needed that is not on this form, please contact ROC staff member)

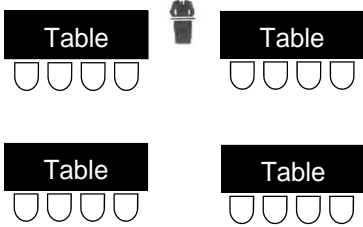
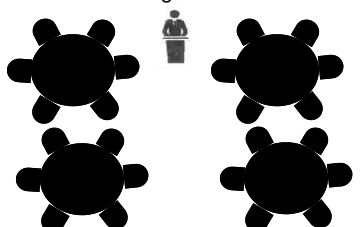
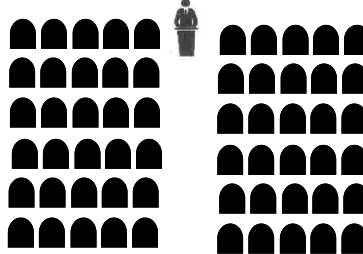
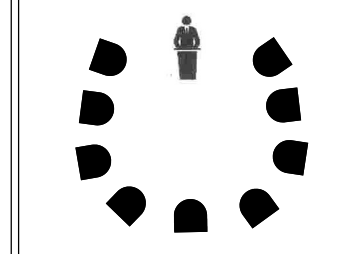
Room set-up requested  Yes  No Select set-up from the following:

Classroom – tables and chairs are placed in rows facing the front; optimal for providing writing space for participants

Banquet – Round tables and chairs are spaced throughout the room, optimal for small group table discussions and for facilitating meals.

Lecture – chairs are placed in rows facing the front

Discussion Circle – Chairs are placed in semi-circle to facilitate group dialogue

<input type="checkbox"/> <b>Classroom:</b> Tables and chairs are placed in rows Facing the front; optimal for providing writing space for participants. 	<input type="checkbox"/> <b>Banquet:</b> Round tables and chairs are spaced throughout the room; optimal for small group and table discussions and for facilitating meals. 	<input type="checkbox"/> <b>Lecture:</b> Chairs are placed in rows facing the front. 	<input type="checkbox"/> <b>Discussion Circle:</b> Chairs are placed in semi-circle to facilitate group dialogue. 
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If another set-up is desired, please attach a diagram of the set-up to this form.

What area of ROC will be used? Please check all that apply:

Café \_\_\_\_\_ Gym \_\_\_\_\_ Stage \_\_\_\_\_ Game Room \_\_\_\_\_ Craft Room \_\_\_\_\_ Kitchen \_\_\_\_\_ Classroom \_\_\_\_\_

You are responsible for the care of our facility during your use, which includes cleaning and leaving it in the order you found it. Any damage to the building or equipment will be your financial responsibility.

<b>Gym, Game Room, and General Areas</b>		
	<b>Member</b>	<b>Non-Member</b>
Cost:	\$20/hr	\$30/hr
Set-Up / Clean-up fee If requested	\$25	\$25
Deposit	\$50	\$100

<b>Gym, Tables, Chairs, and Kitchen Use (Banquet style)</b> <b>Minimum of 150 to Reserve ROC for Banquet</b>		
Cost	\$100 for up to 200 people. For any number over 200, there is an additional \$.50 charge per person. A maximum of 350 people can be accommodated. If the number of guests is 30 or less, the café will be used.	
	<b>Member</b>	<b>Non Member</b>
Set-up / Clean-up fee	\$50	\$50
Tablecloth Fee	\$10	\$10
Deposit	\$100	\$200
Audio-visual technician	\$25/hr (minimum \$50 charge)	
Audio –visual set up fee	\$25	
Kitchen personnel	\$25/hr (minimum \$50 charge)	

**Facility Use Fees**

(Fees apply to all non-church related events and must be approved by the Recreation Director)

I have read and understood the facility reservation policies and agree to abide by them. The attached Waiver and Indemnity Agreement is part of this form and must be completed by the person and/or group making the reservation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only		
Deposit amount paid _____	Ck# _____	Media Fee _____
Total cost of reservation _____	Ck# _____	or amount of cash _____
The deposit must be paid when the reservation form is completed and turned in to the recreation office. The usage fees must be paid one week prior to the scheduled event. Checks should be payable to Parkside Baptist Church – ROC, and turned in to the recreation office.		
Recreation Office Staff initials _____	Approved by Recreation Director _____	
The deposit will be returned 10 business days after the event and may be pro-rated based on any damages or additional clean up required.		

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