

Completing this form does not guarantee use of our facility.

Your application will be reviewed and a church representative will contact you within the next 30 days.

APPLICANT INFORMATION

Date Application Received _____

Check One:

Member-Individual Member-Organization St. John's Employee/Staff

Ministry/Program name _____

Name of Event Organizer /Contact _____ Today's Date _____

Address _____ City _____ State _____ ZIP _____

Phone (day) _____ Phone (evening) _____ Best Contact Time _____

Driver's License # _____ Expiration Date _____ Email _____

ABOUT THE EVENT

Event Name _____

Event Description _____

Date(s) - From _____ To _____

Set-Up Start Time* _____ Event Start Time _____ Event End Time _____ Clean-Up End Time* _____

If ongoing event: Frequency _____ Day(s) of Week _____ Number of People Attending _____

**This is when doors will be unlocked / locked. Facilities are rented on a per event basis, with a one (1) hour minimum.*

Will the use of the church facilities result in income or profits to the requestor? Yes No

If yes, details _____

Does the event involve children or students (under age 18)? Yes No

If yes, who will be supervising? _____

Will tickets be sold? Yes No In Advance At-the-Door Both *Additional security may be required.*

Do you intend to have animals on the property? Yes No (Refer to Section 6.9 of policy requiring counsel approval)

ALCOHOL

1. Will your event have alcohol available for consumption or sale? Yes No

Any use of alcohol during an event must be approved by the Church Council. This process may take up to 30 days.

2. Will you be selling alcohol at the event? Yes No

If yes, please note that permits must be received from Police Department and a copy given to the church at least 14 days prior to your event. Visit www.abc.ca.gov for more information on obtaining an alcohol permit.

WHICH CHURCH FACILITIES WOULD YOU LIKE TO USE?

Check all that apply.

	ROOM	CAPACITY
	Goethe Hall	240
	Goethe Kitchen	----
	Oehler Hall North	103
	Oehler Hall South	90
	Oehler Hall N&S	193
	Gedestad Kitchen	----
	Sanctuary	500
	Courtyard	40
	Bethany	12-15
	Cana	10
	Music Room	40
	Parking Garage (Sat/Sun only)	280

OPTIONAL GOODS & SERVICES

Check all that apply. Please indicate how many you will need of each item.

	ITEM	QUANTITY
	60" Round Table	
	6' Rectangular Table	
	4'x2' Serving Table	
	Table Linens (If damaged, \$15 replacement charge per tablecloth)	
	Beverage Service for up to 30 guests (coffee/tea, lemonade, ice water)	
	Chairs	
	Paper Products (cups, napkins)	
	China Table Settings (\$15 replacement charge if damaged)	
	Audio/Visual Assistance (3 hour minimum) Required for use of sound board in the Sanctuary	
	A/V Cart (Bluray/DVD player/projector)	

Event Organizer/Contact Signature * _____ Date _____

*The Church must be notified immediately if there is any change in the individuals in charge of the event.

FOR OFFICE USE ONLY

Reviewed by (initialed by appropriate staff member) Admin _____ Property _____ Music _____

Action: Approved Denied Further Consideration Required

Are fees required? Yes No

Authorized by _____ Date _____
Executive Director of Administration or Senior Pastor

Council Approval for Alcohol Rec'd Date _____ N/A

Copyright Notification Rec'd Date _____ N/A