



## FACILITY USE AND RENTAL REQUEST FORM

Name of Group \_\_\_\_\_

Name of Event \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Beginning Time (including set-up): \_\_\_\_\_ Ending Time: (till the end of clean-up): \_\_\_\_\_

Starting and Ending Hours for Each Day (if the event spans multi-day) \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Estimated Parking lot spaces required during event hours \_\_\_\_\_

DESCRIPTION OF YOUR EVENT

**AREAS REQUESTED** (check all that apply)

- Worship Sanctuary
- Classroom (2<sup>nd</sup> floor)
- Youthroom (2nd floor)
- Other \_\_\_\_\_

**PRIMARY CONTACT PERSON**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Special Needs: (Setup, audio, etc)

\_\_\_\_\_  
\_\_\_\_\_

*Additional questions:*

Regarding other questions, additional needs, or other arrangements, please contact Parkway Fellowship:

Phone: (925) 828-0359

Email: [staff@ParkwayOnline.org](mailto:staff@ParkwayOnline.org)

## **FACILITY USE AND RENTAL POLICY**

### **RESERVING THE FACILITY**

In order to reserve any part of the facility, please complete and return this FACILITY USE AND RENTAL POLICY and the FACILITY USE AND RENTAL REQUEST FORM to the church office. Reservations must be made 30 days prior to the event. The church board will respond to rental requests and contact the person named on the request form.

### **FACILITY FEES**

Minimum: 2 hours per usage

- \$60/hour for Classroom (2nd floor)
- \$95/hour for Youthroom (2nd floor)
- \$190/hour for the Worship Sanctuary
- \$240/hour for the Worship Sanctuary with Audio equipment usage
- \$285/hour for the Worship Sanctuary with Audio equipment and Video Projector usage

*\*Note: Only qualified audio/video operators may use the audio/video equipment. The hiring of qualified audio/video operators is not included in the Facility Fees. A one-time 30-minute orientation on operating the audio/video equipment) is available without additional fees.*

### **FEE PAYMENT POLICY**

A non-refundable deposit of 25% of your anticipated fees is due at time of reservation. All anticipated fees must be paid in full one week prior to event. Payments should be addressed to:

Parkway Fellowship  
7485 Village Parkway  
Dublin, CA 94568

### **CANCELING & RESCHEDULING**

Events must be canceled in writing and should be submitted to the Parkway Fellowship as soon as possible. Events canceled within 15 business days prior to the event will qualify for a full refund, less a \$50 administrative fee. Events canceled less than 15 business days from the start of the event will not be refunded.

If an event requires rescheduling, Parkway Fellowship must be notified within 15 business days from the original start time of the event.

### **SETUP AND CLEANING**

Chairs and tables, as needed, can be provided by the church and should be set up by the customer. Customers are responsible for assuring that the facility is left in its original condition at the conclusion of the event. This includes, but is not limited to, returning all furnishings to their original positions, removing all decorations from the walls and trash from the floor, wiping up all

spills, and removing all event materials from the space. The audio/visual equipment, including microphones and stands, should be returned to their original location.

**ADDITIONAL INFORMATION**

- Customers are liable for all damages incurred to the room of the event.
- Parkway Fellowship reserves the right to cancel any event due to unforeseen circumstances. If Parkway Fellowship cancels your event, you will be refunded any and all fees paid. You may then rebook another date with a 50% discount.
- Customers should only access the parts of the facility that they have rented.

**EVENT SPECIFIC ARRANGEMENTS**

- None

I agree to all of the stated terms, conditions and policies stated in this FACILITY USE AND RENTAL POLICY.

Name of Group \_\_\_\_\_

Name of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Print Name: \_\_\_\_\_

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

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*For Office Use Only:* \_\_\_\_\_

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