

APPENDIX A

Request for Use of Facilities

This questionnaire must be completed and submitted to the church office for review and approval before any individual or organization will be allowed use of Meadowbrook's facilities for non-church related activities.

I. General Information:

A. Name of Requesting Organization: _____

B. Address: _____
(City) (State) (Zip) (Telephone)

Contact Person: _____ Position in Organization _____

Email Address: _____

Address (if different from above): _____

Telephone (if different from above): _____

Purpose of Organization: _____

Primary Activity in which the Organization is engaged: _____

C. Is this Organization organized or operated for profit? YES _____ NO _____

D. Is the Organization a Non-Profit religious Organization engaged in exempt activities?

YES _____ NO _____

II. Event Information

A. What is the purpose or nature of the proposed activity your organization intends to sponsor in our facilities? Please describe the proposed activity in detail and/or furnish us a copy of the program outline.

B. Date(s) Requested: _____

C. Time(s) Requested: _____

D. Will there be a financial charge to attendees? YES _____ NO _____

If yes, how much will it be? _____

E. Will anything be sold or distributed in association with the event? YES _____ NO _____

If yes, describe _____

F. How many people are expected to attend the event? _____

G. What portion of our facilities will be utilized in conjunction with this event? (Please specify on a room by room basis as necessary.)

H. Special set-up requirements: Please describe below in detail any proposed furnishing set-up needs or changes.

I. Technical Services: Please describe below in detail, sound, lighting, staging, musical, audio-visual and any other services which will require assistance by our Technical Services staff. Additional charges apply for Technical Services. See Section III below.

J. Food Service: Please describe below in detail any proposed food services associated with this event and who will be providing these services. **Meadowbrook Church of Christ provides no food services support.**

III. Fees

The following fees apply for use of the facilities. Fees for weddings are provided separately under Wedding Information and Fees. Charge for use of the facilities for less than 3 hours will be determined on a case by case basis.

Family Center:	Partial day (3-4 hours):	\$100.00 minimum
	Full day:	\$200.00
	Cleanup fee:	\$100.00
	Technical Service:	\$75.00

IV. Concluding Information:

If you have any additional questions, please feel free to call the church office at (601) 362-5374. Please return this completed form to the following address or fax to: (601) 981-5777:

Meadowbrook Church of Christ, 4261 I-55 North, Jackson, MS 39206

Please furnish any additional information or explanations that you feel would be helpful in the evaluation of your request.

(Signature of Requesting Organization Representative)

Date

FOR INTERNAL USE ONLY

Request is: Approved _____ Denied _____

By: _____ Date: _____
(Signature)

Comments: _____

