

Reservation Form for Whitlock Hall and Other Church Space

Contact person _____ Date of application _____

Address _____

Phone _____ Name of organization _____

Email address _____

Fee Structure as of May 1, 2012

- There is a facility use fee of \$1 per person expected at the event up to a maximum of \$15 per event
- Kitchen use (if applicable) is a flat fee of \$15 per event
- The key deposit (if applicable) is a *refundable* fee of \$15

NOTE: In order to confirm the reservation, the kitchen use fee (if applicable) and the facility use fee must be paid in full.

Date	Time	Type of Event/Kitchen Use?	Anticipated # of people	Total Fees Due	Date Paid

Key Deposit (if applicable)

Date key borrowed _____ Date fee paid _____ Key # _____

Date key returned _____ Date of refund _____

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*By signing below, you and your organization agree to follow the **Rules for Use of Whitlock Hall** provided to you and agree to pay for any damage to facilities or equipment resulting from your activity.*

Signed _____

Date _____