



221 West Bradley Avenue
 Gastonia, North Carolina 28052
 (704) 865-9016 • Fax: (704) 865-9057
 Bishop John A. McCullough, II, Senior Pastor

Member
 Members in good standing, no fees
 apply for first 4 hours of event.

A member in good standing is one who has been a part of the Ministry for more than six (6) months with regular church attendance and in good financial standing.

USE OF BUILDING REQUEST FORM

Church Building <input type="checkbox"/> Sanctuary <input type="checkbox"/> Room #1 <input type="checkbox"/> Room #2 <input type="checkbox"/> Room #3 <input type="checkbox"/> Room #4 <input type="checkbox"/> Room #5 <input type="checkbox"/> Assembly Room	Family Life Center <input type="checkbox"/> Gymnasium (Maximum Capacity: 700) <input type="checkbox"/> Gymnasium (Maximum Capacity: 700) <input type="checkbox"/> Multi-purpose Room (Maximum Capacity: 80) <input type="checkbox"/> Kitchen (Catering done by Licensed Caterer only) <input type="checkbox"/> Other: (Specify)
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Additional Rates: \$2.00 per minute will be charged for time beyond 4 (four) hour period
All balances due two weeks prior to event.

Date of Request:	Time:
Person/Group Requesting:	Membership Number:
Address:	
Telephone: (Home)	(Work)
(Mobile)	Fax:

EVENT INFORMATION

Date of Event:	
Type of Event:	Number of People Expected: _____
Set-Up Time From _____ to _____	
Time Event Begins:	Time Event Ends:
Arrangements:	

SERVICES AVAILABLE
 (All services will incur a charge of \$25.00 per hour. Check which services you will need for this event.)

<input type="checkbox"/> Special lighting	<input type="checkbox"/> Transportation	<input type="checkbox"/> *Decorations
<input type="checkbox"/> Ushers/Greeters	<input type="checkbox"/> *Pastor Donation	<input type="checkbox"/> Security
<input type="checkbox"/> Hospitality	<input type="checkbox"/> *Video	<input type="checkbox"/> Television
<input type="checkbox"/> Health Care	<input type="checkbox"/> *Music	<input type="checkbox"/> LCD Projector
<input type="checkbox"/> Liturgical Dancer	<input type="checkbox"/> Audio	<input type="checkbox"/> Changes in décor – must obtain prior approval
<input type="checkbox"/> Nursery	<input type="checkbox"/> EVENT STAFF	<input type="checkbox"/> FUNERAL

SIGNATURE OF REQUESTOR:	Date:
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FOR COMPLETION BY CHURCH ADMINISTRATION

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Fee may be waived for Community Service events	GRAND TOTAL:
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SIGNATURE OF DIRECTOR OF BUILDING AND OPERATIONS:

- \$100.00 Deposit (Refundable) per event
 - Private event insurance may be required.
 - * Extra Fees may apply.
- Room adjustments may be subject to change according to availability.
 **Security Services required for events of more than 50 people in attendance.