



Christian Life Center Rental Request Form

Christian Life Center HOURS: Mon & Tues 7a-8p • Wed 7a-5p • Thurs 7a-7p • Fri 7a-6p

Please fill out form completely. The more information you can provide, the better we can meet your needs.

Individual/Group/Organization Name:

Name of Event and Short Description:

Contact Person:

Home Phone:

Cell Phone:

Event Date Requested:

How many attendees do you expect?

Contact Email:

Times:

Time you will arrive at the CLC: _____ Time the actual event begins: _____

Time you will depart the CLC (after event, breakdown, & clean-up): _____

Room(s) Requested (*Please check boxes for ALL rooms requested for your event*):

Rooms Available for Rent	Fees
<input type="checkbox"/> Gym/Auditorium <p>This is the largest room at the CLC. The multi-purpose floor contains a high school regulation sized basketball court (84' x 50'), as well as regulation lines and post inserts for one or two volleyball courts.</p> <p>The Gym/Auditorium can seat approximately 500 people auditorium style and 300 banquet style.</p>	<p>\$425.00 per day during regular CLC operating hours plus \$25.00 per hour for each hour used other than regular operating hours. Additional setup fees are required for rental.</p>
<input type="checkbox"/> Fellowship Hall <p>The Fellowship Hall is the second largest room at the CLC and is generally used for large meetings and banquet events. There is a stage area, with a large screen for projection. There is a commercial kitchen adjoining the Fellowship Hall that may also be rented for preparation and cooking meals or as a holding station for catered meals.</p>	<p>\$175.00 for 2 hours, \$200.00 for 3 hours, \$225.00 for 4 hours, \$250.00 for 5 hours, etc. ALL rental blocks <i>include</i> the time for decorating, and cleanup/break-down. Additional setup fees are required for rental. Please see <i>Additional Fees</i> section at the end of this document.</p>
<input type="checkbox"/> Main Kitchen (<i>next to Fellowship Hall</i>) <p>The Main Kitchen may be rented separately or combined with another room for food storage or preparation for events.</p>	<p>For preparation and cooking, rental is \$200.00 per day during regular CLC operating hours plus \$25.00 per hour for each hour used other than regular operating hours (see top for operating hours).</p> <p>If the kitchen is needed as a holding space for catered meals, rental is \$50.00 per day.</p>
<input type="checkbox"/> The Parlor <p>The Parlor is perfect for receptions or small gatherings. Elegant furnishings and décor provide a setting for formal events.</p>	<p>\$30.00 per hour during regular CLC operating hours (see top for operating hours). During after-hours, rental is \$50.00 for one hour, \$70.00 for two hours, \$90.00 for three hours, etc. If setup is needed, additional setup fees are required for rental. Please see <i>Additional Fees</i> section at the end of this document.</p>

Room(s) Requested, cont. (Please check boxes for ALL rooms requested for your event):

<input type="checkbox"/> Game Room <p>The Game Room area is located downstairs, adjacent to the Gym/Auditorium. This space may be used for birthday or team parties. The Game Room has two billiard tables, a Ping-Pong table, and a foosball table. There is also a wall-mounted 40" flat screen TV connected to local cable television service.</p> <p>A small café-style kitchen is connected to the Game Room and is equipped with a microwave/convection oven unit, a conventional oven, dishwasher, regular-sized refrigerator, and a double sink. A coffee bar is also available for an additional fee.</p>	<p>\$35.00 per hour during regular CLC operating hours (see top of page one for operating hours). During after-hours, rental is \$55.00 for one hour, \$75.00 for two hours, \$95.00 for three hours, etc.</p>
<input type="checkbox"/> Classrooms Check requested classroom(s): 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> <p>Four classrooms are available upstairs that offer smaller spaces within a more isolated area of the CLC, thus reducing the noise from other activities and high traffic areas. All classrooms offer convenient access to restroom facilities.</p> <p>Classrooms may be set up with tables and chairs or lecture style with chairs only. Classrooms 2 & 3 each provide a large 70" x 44" wall-mounted whiteboard. Classrooms 2 & 3 may be rented as individual classrooms or combined to create one large classroom (2-room rental fees apply). TV/DVD units are available if needed.</p>	<p>\$25.00 per hour during regular CLC operating hours (see top of page one for operating hours). During after-hours, rental is \$45.00 for one hour, \$65.00 for two hours, \$85.00 for three hours, etc. If setup is needed, additional setup fees are required for rental. Please see Additional Fees section at the end of this document.</p>
<input type="checkbox"/> The Attic <p>The Attic provides a private space for small to medium-sized functions. The Attic has a carpeted floor with couches available. The room can also be set up for lectures or to view a DVD presentation. The Attic provides a large screen, a ceiling mounted projector and a surround sound stereo system that is excellent for viewing movies. There is also a raised stage available at the front of the Attic.</p>	<p>\$35.00 per hour during regular CLC operating hours (see top of page one for operating hours). During after-hours, rental is \$55.00 for one hour, \$75.00 for two hours, \$95.00 for three hours, etc. If setup is needed, additional setup fees are required for rental.</p>
<input type="checkbox"/> Loft 1 <p>Loft 1 is located upstairs and provides space for medium sized parties or gatherings. Loft 1 has three mounted 40" flat screen TV's that are all connected to a local cable television service, or can be used to view DVD's. Loft 1 may be opened to connect with Lofts 2 and 3 to make one large space.</p> <p>A small café-style kitchen is connected to Loft 1 and equipped with a microwave/convection oven unit, a conventional oven, dishwasher, regular-sized refrigerator, and a double sink. A coffee bar is available for an additional fee. There is also a Coca-Cola fountain with an assortment of Coke beverage products that may be rented by request.</p>	<p>\$25.00 per hour during regular CLC operating hours (see top of page one for operating hours). During after-hours, rental is \$45.00 for one hour, \$65.00 for two hours, \$85.00 for three hours, etc. If setup is needed, additional setup fees are required for rental. Please see Additional Fees section at the end of this document.</p>
<input type="checkbox"/> Loft 2 <p>Loft 2 is located upstairs and provides carpeted space for medium sized parties or gatherings. Loft 2 has a mounted 40" flat screen TV that is connected to a local cable television service. Loft 2 may be opened to connect with Lofts 1 and 3 to make one large space.</p>	<p>\$25.00 per hour during regular CLC operating hours (see top of page one for operating hours). During after-hours, rental is \$45.00 for one hour, \$65.00 for two hours, \$85.00 for three hours, etc. If setup is needed, additional setup fees are required for rental. Please see Additional Fees section at the end of this document.</p>
<input type="checkbox"/> Loft 3 <p>Loft 3 is located upstairs and provides carpeted space for medium sized parties or gatherings. Loft 3 has a mounted 40" flat screen TV that is connected to a local cable television service. The room can be set up for lectures or to view a DVD presentation. Loft 3 also provides a large screen and a ceiling mounted projector. Loft 3 may be opened to connect with Lofts 1 and 2 to make one large space.</p>	<p>\$25.00 per hour during regular CLC operating hours (see top of page one for operating hours). During after-hours, rental is \$45.00 for one hour, \$65.00 for two hours, \$85.00 for three hours, etc. If setup is needed, additional setup fees are required for rental. Please see Additional Fees section at the end of this document.</p>

We exist to **LOVE BOLDLY**, casting the **LIGHT** of **JESUS** into the world.

In order to maintain a balance between safety and radical hospitality, Fairhope United Methodist Church has implemented policies as approved by the Board of Stewards.

The following policies are in place and are non-negotiable:

- Staffing for rental events after dark and/or on weekends (such as birthday parties and reunions) will be assigned to staff who are 18 & over.
- A \$250.00 “no alcohol” deposit is required upon booking an outside event (an event that is not considered a ministry or program of the church supervised by a church staff member). Deposit will be returned to group leader upon affirmation that no alcohol was sighted on campus by any member of their group during their event.
- We will not allow events in the Gym on Saturday nights in order to adequately prepare for worship on Sunday. The only exceptions might be a large community-wide event that could only be scheduled on a Saturday due to the availability of a speaker, band, etc., OR a church sponsored event.
- We will require all “after dark,” “after hours” and/or weekend non-church related rental groups (wedding receptions, reunions, birthday parties, etc.) to pay the fees for a law enforcement officer (LEO) to provide security, regardless of group size.

Additional Fees

Service	Fee
No Alcohol Deposit	*Required \$250.00 Will be returned after event. Separate check
Law Enforcement Officer (LEO)	*Required \$30.00 per hour/min. 3 hours. Separate check
Set-Up/Break Down	*Required \$30.00 per hour
A/V Tech	Upon request
Cleanup Fees	* Required \$30.00 per hour. Separate check
Coffee Bar	\$15.00 per hour

In addition to space rental, the CLC can provide the following amenities upon request (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> TV & DVD | <input type="checkbox"/> Piano |
| <input type="checkbox"/> Projector (Depending on room) | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Projection Screen (Depending on room) | <input type="checkbox"/> Microphones/Stands |
| <input type="checkbox"/> Ice Machine | <input type="checkbox"/> Coolers |

Do you have a specific setup in mind for your event? Yes No

If so, please provide a diagram of your requested setup. Be as specific as possible (number of chairs & tables, where they need to be placed in the room, using measurements if possible). **The setup staff will do their best in setting up your desired design based upon your rendering; however, some adjusting may be necessary by your group when you arrive.**

Please make any special requests outside of this form in the space provided below:

I agree that all of the above information is correct and I have been provided a copy of, and will adhere to, all of the CLC Rental Policies and Guidelines. I also understand that the CLC and Fairhope UMC ARE NOT be responsible for items delivered in advance of my event

Applicants Signature: _____ Date: _____

For CLC Office Use Only:

Group contact received a copy of <i>CLC Policies & Guidelines</i> ?	Yes <input type="checkbox"/> No <input type="checkbox"/> Note:	Date:
CLC Setup Needed?	Yes <input type="checkbox"/> No <input type="checkbox"/> Note:	Date of Setup:
Deposit Paid?	Yes <input type="checkbox"/> Form of Payment: _____ Amount: _____	Date:
No Alcohol Deposit Paid?	Yes <input type="checkbox"/> Form of Payment: _____ Amount: _____	Date:
Balance Paid?	Yes <input type="checkbox"/> Form of Payment: _____ Amount: _____	Date:
Security Booked?	Yes <input type="checkbox"/> No <input type="checkbox"/> Note:	Date:
Director Approval	Signature: _____	Date:

COST OF TOTAL RENTAL: : \$ _____