



Family Life Center Facility Request & Reservation Form

Please see brochure for Facility operating hours

Completion of this form serves as a request ONLY to reserve a room for an activity or event in the New St. Stephen Family Life Center. You will be contacted upon receipt of your request to finalize your reservation. There is a **NON-REFUNDABLE** deposit due upon reservation. Please complete this form in its entirety to avoid delays in processing your request and submit to the front desk!

DATE OF REQUEST _____	EVENT DATE (S) _____
	<i>Please circle the event day(s):</i>
	M T W Th F Sa Su

Please indicate three alternate dates for this activity/event in the event of scheduling conflict:

Your Name: _____

Phone: _____

Nature of ACTIVITY/event: _____

Is this a church/ministry related activity/event? YES NO

If so, Ministry /Group Name: _____

Space Requested

Café - 1st floor	
Gym #1 - 1st floor	
Gym #2 - 1st floor	
MPR #1 - 2nd floor	
Other (Please Specify)	

IS THIS A TICKETED EVENT? YES NO

Set-up Time _____ Event Start Time _____ Event End Time _____

Number expected in attendance: _____ Number of Tables _____ Number of Chairs _____

Will there be a need for any of the following? Please circle all that apply:

AUDIO VISUAL SERVICES *

MUSIC DEPARTMENT *

***Note: Separate arrangements required for these services. The FLC is not responsible for securing these services!**

Upon completion of your activity/event, if room is left in acceptable condition, deposit will be refunded or applied toward final bill. Please allow 4-6 weeks for processing of all refunds.

Please draw a diagram, of set-up desired, below. We will make every effort to comply with your request. Thank You!

QUESTIONS? Call (502) 583-6798 ext 1035.

DIAGRAM



PAYMENTS

Date	Description	Signature