



St. Stephen Church INDIANA

Facility Request & Reservation Form

Completion of this form serves as a request ONLY to reserve space for an activity or event at St. Stephen Church. 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: _____

**ALL MINISTRY RELATED
ACTIVITIES/EVENTS MUST FIRST
BE APPROVED BY CHURCH
ADMINISTRATION, PRIOR TO
BEING ADDED TO THE CALENDAR.**

Space Requested: Check All that Apply

Sanctuary		
Classrooms (Specify _____)		
Other (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**

***KITCHEN**

***Note: These are additional services and separate arrangements,
as well as additional costs are required!**

For Audio Visual needs, complete the AV Request Form and submit at the Front Desk of the Family Life Center.

For musicians, choir, soloists, etc, contact Minister Kevin James at (502) 583-6798 ext 6656

For use of kitchen, please provide name of licensed caterer with phone number here: _____

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.

APPROVAL

Church Administration Signature

Date

DIAGRAM



PAYMENTS

Date	Description	Signature