

Genesis the Church

309 N. Main Street Royal Oak, MI 48067 Phone: (248) 542-2266 Fax: (248) 542-2299

Event Name or Organization: _____

Room Requested

	Sanctuary
	Lobby
	South Hall
	Kitchen * all kitchen rental requires cleaning fee
	Classroom(s)

Date: _____ Is this event reoccurring? Y N Start date: _____ End date: _____

Time: (Please include set-up and tear down): _____

Description of Event: _____

Event Contact Information

Name: _____ **Best form of contact Email or Phone?**

Email: _____ Phone: _____

Address: _____

Room	Fee	Compasity / Details	Amount
Sanctuary	\$350	Max 625	\$
Lobby	\$150		\$
South Hall	\$200	160 tables and chairs / 340 Chairs only	\$
Kitchen	\$100		\$
Classroom #	\$50 /\$100*	Per Classroom	\$
AV Tech	\$20	Per hour	\$
Custodial Service	\$75		\$
Kitchen Monitor	\$15	Per hour	\$
Building Security	\$15	Per hour	\$
Total Donation			\$

All Fees can be adjusted at the Church's discretion

*Middle School Room Only

Internal Use Only		Handled by: _____	Date: _____
Approved	Denied	Reason: _____	
Calendared: _____		Security Person: _____	
Donation Received: _____		CK# _____	CASH