



## **Facility Rental Guidelines**

### **Application**

Check with the church office to be sure there is not a conflict on the church calendar with the event date. To secure a reservation the church office must receive a \$100 deposit and a copy of the completed Application for Church Facility Rental (*last page*). The Facilities Coordinator will secure the reservation and begin preparing for the event.

### **Facilities & Event Coordinators**

The Facilities Coordinator is responsible for scheduling janitorial services before and after the event, opening and closing the facilities for the event, setting the air conditioning, and other needs the event may have that are able to be met by the church facilities. The Facilities Coordinator will be available via phone, text, and email, and one on-site meeting prior to the event. An Event Coordinator is available for an additional fee that is determined on a case-by-case basis.

### **Setup & Decorations**

195 pew-chairs, nine 6-ft rectangular tables, and two 8-ft rectangular tables are included in the rental of the facilities. A few 6-ft round tables are also available by request. All decorations must be pre-approved by the Facilities Coordinator. No nails, tacks, adhesives, staples, or anything which would mar the furniture, woodwork, or drywall may be used in decorating. Immediately following the event all decorations must be removed and the set-up returned as it was originally found.

### **Audio & Media Systems**

A grand piano is available for musicians to use, but it may not be moved and there are restrictions for what may be placed on top of it. There are hand-held & headset mics, 2 large TV screens, and other various sound and visual equipment available. An Audio Technician is required for any event that wants use of the audio and media systems. If one is needed, the Facilities Coordinator will secure an Audio Technician. If hiring a personal Audio Technician, they must use entirely their own equipment.

### **Weddings & Wedding Receptions**

Weddings (along with Wedding Rehearsals) are considered two-day events. Wedding Receptions held on-site will carry an additional cost. Officiant fee is the responsibility of the bride and groom and will not be handled by the facility or event coordinator.

### **Event Charges**

Payment is due in full 7 days in advance of the event.

Single-day Events: All payments, including the deposit of \$100, are fully refundable if you cancel 30 days before the event.

Rental for GSPC Member	\$100.00
Rental for Non-member	\$300.00
Facilities Coordinator	\$150.00
Janitorial Service	\$150.00
Audio Technician	\$150.00

Wedding Ceremonies: All payments, *except* for the deposit of \$100, are fully refundable if you cancel 30 days before the event.

Rental for GSPC Member	\$100.00
Rental for Non-member	\$500.00
Facilities Coordinator	\$500.00
Event Coordinator	\$250.00
Janitorial Service	\$150.00
Audio Technician	\$150.00

An additional cost of \$250 will be added in for holding a reception at the facilities.

### **Contact List**

Church Phone (352) 291-9199

Church Office Email GSPCofficeocala@gmail.com

## APPLICATION FOR CHURCH FACILITY RENTAL

Name \_\_\_\_\_

Phone \_\_\_\_\_ ( Text? ☐ Yes ☐ No)

Address \_\_\_\_\_

Email \_\_\_\_\_

Event Date \_\_\_\_\_ Times \_\_\_\_\_

Location: ☐ Sanctuary ☐ Other: \_\_\_\_\_

### Weddings

Bride \_\_\_\_\_ Phone \_\_\_\_\_

Groom \_\_\_\_\_ Phone \_\_\_\_\_

Officiant \_\_\_\_\_ Phone \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Reception Location \_\_\_\_\_

**The completion of this form indicates that you agree with all the terms and rules for the use of the church facilities as outlined in the Facility Rental Guidelines.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Return this page along with your **\$100 deposit** to:

Good Shepherd Presbyterian Church  
Attn: Facilities Coordinator  
151 SW 87th Place  
Ocala, FL 34476