

Good Shepherd

Presbyterian Church

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.

GOOD SHEPHERD PRESBYTERIAN CHURCH

Event Charges

Single-day Events:

Church Member Rental Fee: \$400 (+ additional \$150 for Audio/Media Technician)

Non-Member Rental Fee: \$600 (+ additional \$150 for Audio/Media Technician)

Wedding Ceremonies:

Church Member Rental Fee: \$1000 (+ additional \$150 for Audio/Media Technician)

Non-Member Rental Fee: \$1400 (+ additional \$150 for Audio/Media Technician)

Wedding Reception Fee: Additional \$250
(We cannot guarantee an Audio Technician for receptions)

A \$100 deposit is required to secure your event date.

Payment is due in full 7 days before the event.

All payments are fully refundable if you cancel 30 days before the event.

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