LONG LAKE FRIENDS CHURCH
BUILDING USE FORM

Party/Organization: _____

Date requested: _____ Hours needed: _____to_____

Setup date requested: _____ Hours needed: _____to_____

Purpose: _____

Name of Responsible Person: _____

Address: _____

Phone: _____

Check which rooms and services you need:

- □ Trustee/Assignee to open and close church …..... $30.00 _____
- □ Sanctuary ……..... $200.00 _____
- □ Friendship Hall ……..... $100.00 _____
- □ Kitchen whenever food or refreshments are served…… $75.00 _____
- □ Sound System (only used by church personnel) …..... $50.00 _____
- □ Lower Level……..... $50.00 _____
- □ Custodial Services: If church staff do POST event cleaning…… $75.00 _____

If you clean - no fee **Total Rental Amount** _____

A deposit will hold your reservation……..... Less deposit ($50.00)

Balance due one month prior to the event. **Balance Due**

Checks for building use are to be made payable to: **Long Lake Friends Church** **(LLFC)**
Honoria for organist, pianist, sound tech, etc. should be given directly to the individual who performs these services.

A $50 deposit is due upon reservation of the facility. This refund can be refunded if given 30 days notice of cancellation. The remaining balance is due one month prior to the event.

As the reponsibile party, I agree to be liable for any damages to the facility, inside or out, and will replace or reimburse the Church for any items that break or result in a loss to the Church.

Signature of Responsible Person: _____

Date: _____ Amount Enclosed: $_____

Authorized by Church Representative: _____

Please send this completed form along with the deposit to:
Call (231) 946-5289 if you have any questions.

Long Lake Friends Church
4172 Church Road
Traverse City, MI 49685

LLFC OFFICE USE ONLY

Assigned to open:_____

Assigned to close:_____