



Room Reservation Request Form

Hours of Operation: **Weekdays:** 5am-10pm **Saturday:** 8am-6pm **Sunday:** 12pm-5pm

www.faithlafayette.org/community
fcfcm@faithlafayette.org

Disclaimers

- Completion of this form does NOT guarantee a reservation.
- Each room has a 2 hour minimum rental time, including setup and teardown.
- Reservations will be confirmed by e-mail. All reservations are filled on a first come first served basis. We will seek to contact you within 1 business week of receiving your request. Please submit requests at least 2 weeks before date of event.
- All Reservation Fees are due 1 week after confirmation or event will be removed from schedule.
- Deposit fees will be returned by mail 2-4 weeks after event as long as guests check out at front desk and room is inspected and cleaned.
- We do not schedule events after hours, or during holidays. Please check the website for our holiday hours. Please note that the swimming pool is closed for maintenance on Sundays.
- Signing this document assumes agreement with our 'Terms of Facility Use' policy on our website.

Event Information

Event Name			# of people expected _____
Event Description (3- to 4-sentence description)			
Event Date			Backup Date:
Day of Event	Mon <input type="radio"/> Tues <input type="radio"/> Wed <input type="radio"/> Thurs <input type="radio"/> Fri <input type="radio"/> Sat <input type="radio"/> Sun <input type="radio"/>		
Event Time	Start Time: (Include at least 30 min. for setup)	End Time: (Include at least 30 min. for cleanup)	
Room(s) Requested	<input type="checkbox"/> Community Room 1 <input type="checkbox"/> Community Room 2 <input type="checkbox"/> Comm. Room 2 Kitchenette <input type="checkbox"/> Loft	<input type="checkbox"/> Multi-Purpose Room <input type="checkbox"/> Main Gym <input type="checkbox"/> Kitchen <input type="checkbox"/> Audio/Video Technician	
Contact Person			
Address			
Home Phone			Mobile Phone:
Email			

Furnishings *(Based on availability and for on-site use only)*

Item	Total Inventory	Number Requested
Lectern	2	
Blue Padded Chairs for Community Rooms	150	
Burgundy Padded Chairs for Multi-purpose Room	300	
Purple Vinyl chairs for LOFT	115	
Round Tables (5')	35	

Round table Cloths (5')	35	
Rectangular Conference Tables (5' x 1.5')	32	
Rectangular Wood Table (8')	6	
Rectangular table cloths (8')	6	

Room Fees

Room	\$per hour	Deposit
CR1	\$15	\$25*
CR2	\$15	\$25*
CR2 & Kitchenette	\$25	\$35*
CR1,2 & Kitchenette	\$40	\$50*
Kitchen	\$50	\$50*
Loft	\$25	\$35*
MPR	\$50	\$50*
Main Gym	\$100	\$100*
Tablecloths	\$2.50 ea.	-
A/V Technician	\$50**	-

Totals	
Rate Per Hour	\$
Number of Hours	
Total Room Rate	\$
Tablecloth Rate	\$
Number of Tablecloths	
Total Tablecloth Fee	\$
A/V Technician Fee	\$
Deposit Fee	\$

*not optional

**not optional when reserving the MPR

Total Due

Note

- Please ask at front desk to be directed to the tables and chairs to setup for your event.
- **All guests are expected to clean the room(s) after use.** Clean up includes, but is not limited to: vacuuming, taking trash bags to dumpster, sweeping and mopping, wiping down countertops, and carrying out or throwing away leftovers. When you are done, stop by the front desk to have your room inspected. **This step is necessary in order to get back your deposit.**
- Our facility is smoke and alcohol free. We do not allow dancing. Also, red Kool-Aid is not permitted as it can stain the carpet.
- **Because of the additional care that weddings and wedding receptions require, we are not able to accommodate weddings and wedding receptions.**
- A/V Technician option includes amplified sound, with 1 lapel microphone and 1 handheld microphone. Guests must provide their own laptop with VGA output for A/V content. Video projectors are permanently located in Community Rooms, Loft, and the Multi-Purpose Room.
- Regarding pool usage, the standard day rates apply: \$5 for an adult 18 and over, \$3 for a child 17 and under. Please plan to have your group bring their own towels. **The pool is closed on Sundays**

Signature	
Date	
Time	