



Generations  
Church

## Facility Use Application

It is an honor that you are considering our church for your very special occasion. Please note that we do have some costs associated with the use of the facility. These costs cover operating expenses, paying qualified personnel to operate our sound system, manage property and clean the facility, according to our operational standards. Furthermore, each event request is reviewed by our staff to determine the feasibility of time, availability of space, and various other considerations.

Please complete the following information and turn into the office. Staff review event requests weekly, and you will be notified when a decision is made.

Please allow one week for the review to take place.

Activity details \_\_\_\_\_

Requested Event Date: \_\_\_\_\_ Church member? Yes \_\_\_\_\_ No \_\_\_\_\_

- Please provide estimated times.
- Set-Up Times \_\_\_\_\_ : \_\_\_\_\_ to \_\_\_\_\_ : \_\_\_\_\_
- Rehearsal Times \_\_\_\_\_ : \_\_\_\_\_ to \_\_\_\_\_ : \_\_\_\_\_
- (If applicable. Building can be open for decorating at 9:00 am the day before)
- Event Time \_\_\_\_\_ : \_\_\_\_\_ to \_\_\_\_\_ : \_\_\_\_\_
- Clean-Up \_\_\_\_\_ : \_\_\_\_\_ to \_\_\_\_\_ : \_\_\_\_\_
- (Church must be vacated no later than Saturday at 6:00pm for cleaning purposes)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip

Estimated Number of Guests: \_\_\_\_\_

Generations Church  
431 E. Brown Ave  
Phone: 509-765-8697 Email: gc@gcmoseslake.org

For Wedding Use Only:

- Officiates Name \_\_\_\_\_ Church Affiliation \_\_\_\_\_
- Event Coordinators Name: \_\_\_\_\_
- Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

**A refundable damage deposit is required to reserve the date. It will be refunded a week after the event, following an inspection by church staff. See below for details.**

*Please indicate which room(s) you will be using:*

**Sanctuary: Maximum Capacity 450**

- Rental Fee of Sanctuary \$1200.00
- Sanctuary and Fellowship Hall \$1600.00

Includes:

- Building Manager to open/lock the building plus help facilitate requests. (10 hours. Additional time at \$20/hour)
- Sound & Lights- (4 hours. Additional time at \$20/hour)
- Sanctuary Cleaning- (Building Manager will go over your clean up responsibilities)
- Rental cost covers 10 hours of usage. Times will be confirmed with the Building Manager two weeks prior to the event.

Dressing rooms- (Building Manager will go over your clean up responsibilities)

- Women's Dressing area Included.
- Men's Dressing area included.

**Fellowship Hall: Maximum Capacity 195**

- Rental of Fellowship Hall \$750.00
- Fellowship Hall Cleaning- (Building Manager will go over your clean up responsibilities)
- Up to 6 hours. Additional time is \$25/hour
- Sound System use is \$50
- Fellowship Hall includes the sink and counter which can be used for Potluck Style / Cake Reception.
- Tablecloths- cleaning fee \$5.00 each Quantity needed \_\_\_\_\_

**Kitchen & Kitchen Manager**

(Kitchen door will be locked unless there is a Kitchen manager on site. Use of kitchen includes use of ice machine, refrigerator, and/or freezer only. The Kitchen may not be rented for cooking or food prep purposes)

- Kitchen unlocked & staffed by a Kitchen Manager \$30.00/hour Hours needed \_\_\_\_\_
- Use of Coffee Service (managed by building manager/Kitchen Manager) \$100.00

**Connection Room:**

- Rental of Connection Room \$100 Plus \$25 per hour
- Includes the use of the nearby bathroom. (Building Manager will go over your clean up responsibilities)

**Renter's Responsibilities:**

- Please do not remove items from their location without checking with the building representative; all items must be returned to their original places.
- You are responsible for the set up and removal of all decorations.
- This Church is dedicated to the Lord. Please show proper respect for the property. Smoking, Alcoholic beverages, questionable language and improper conduct will not be permitted under any circumstances in any part of the facility.

FACILITY USE TOTAL COST: \$ \_\_\_\_\_

DAMAGE DEPOSIT: \$ 500 for Sanctuary or Fellowship Hall  
(\$250 is required to reserve the date for events. The remainder is due one week prior to the event. \$250 damage deposit will be refunded a week after the event once a building inspection has been completed.)

\$ 100 for Connections Room  
(\$100 is required to reserve the date for events. The remainder is due one week prior to the event. \$100 damage deposit will be refunded a week after the event once a building inspection has been completed.)

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Renter's Signature

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Date