 **Calvary Facility Request Form**

**Calvary Tuscaloosa | 1121 Paul Bryant Drive, Tuscaloosa, AL 35401 | (205) 758-0495**

 **Submit forms to Anna Lee Vaughn at annalee@calvarytuscaloosa.org Today’s Date:** \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_

**Date of Event:** \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_ **Time of Event:** \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_

**Name/Type of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Amount of people (Note: Some buildings have different capacities.):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Set up time (if needed):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information:
Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Building Requested (Note the applicable fees PER LOCATION; mark all that apply.):**

\_\_\_ Family Life Center/Gym (cap. 140)

\_\_\_ Annex Building (cap. 99)

\_\_\_ Main Building Classroom(s) (cap. varies) If so, which classroom(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Chapel (cap. 75)

\_\_\_ The Commons (cap. 79)

**Required Fee Information (Please consult church office if further information is needed.)**
**Custodial:** $225/event

**Optional Fee Information**
**Sound System Usage for Annex & Gym:** $50/event
**Sound Technician:** $50/per hour **(Not required for sound system use, 2-hour minimum)**

**Payment Type: Cash** \_\_\_\_\_\_\_\_\_\_\_ **Check** \_\_\_\_\_\_\_\_\_\_\_ **(Please consult office on who to make checks to.)**

**Set Up Information**

**Do you need tables and chairs?**
**(Note: Limited availability for tables and chairs depending on location requested. Tablecloths are not provided.)**
 Round Tables (seat 8, avail. in each space) **Y** or **N** If yes, how many? \_\_\_\_\_\_\_
 Rectangle Tables (seat 8-10, avail. in Annex (4) and FLC (9)) **Y** or **N** If yes, how many? \_\_\_\_\_\_\_

**Do you need sound system and/or operation?** **Y** or **N**

**(If so, please indicate which one, or if both are requested.)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**See Page 2 for Additional Details, Requests, and User Acknowledgement and Agreement**

**If you would like the set-up arranged a certain way, please draw it below:**

**All Details/Special Requests:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Doors Policy:** For any outside event, the doors to each venue will be on a set schedule. Doors will be unlocked exactly 30 minutes before your event time and will lock 30 minutes after your event time start. Doors are not to be propped open. This policy is to ensure the safety and protection of our building and all patrons. If additional set-up time is needed, doors can be unlocked earlier for a short period of time to unload/bring in supplies and decorations; doors will then relock until 30 minutes before the event.

**User:** Please complete and sign this form, and email to **Anna Lee Vaughn, Calvary Administrative Assistant (annalee@calvarytuscaloosa.org)**, or print and bring to the church **Welcome Center** office, located at **1121 Paul W. Bryant Drive, Tuscaloosa, AL 35401.** **Upon Facility Request approval, all signed forms and required fees must be submitted within seven (7) days to secure your event on our church calendar.** For any questions, please call the church office at **(205) 758-0495.**

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign below to acknowledge that you have read and completed this form to the best of your ability, and that you understand and agree to all Calvary Tuscaloosa Facility Use policies.