



221 West Bradley Avenue  
 Gastonia, North Carolina 28052  
 (704) 865-9016 • Fax: (704) 865-9057  
 Bishop John A. McCullough, II, Senior Pastor

**NON-MEMBER**

**USE OF BUILDING REQUEST FORM**

**Church Building**

- Sanctuary **{\$400.00}**
- Room #1 (\$50.00)
- Room #2 (\$50.00)
- Room #3 (\$50.00)
- Room #4 (\$50.00)
- Room #5 (\$50.00)
- Assembly Room **{\$200.00}**

**Family Life Center -**

- Gymnasium **{\$500.00}** (Maximum Capacity: 700)
- Multi-purpose Room **{\$300.00}** (Maximum Capacity: 80)
- Kitchen (Catering done by Friendship Staff Only – No Kitchen Fee)
- Kitchen - Guest Catering (\$50.00 per hour for staff on duty)
- Other: (Specify)

**Additional Rates: \$2.00 per minute will be charged for time beyond 4 (four) hour period**

All balances due two weeks prior to event.

Date of Request:		Time:
Person/Group Requesting:		
Address:		
Telephone: (Home)	(Work)	
(Mobile)	Fax:	

**EVENT INFORMATION**

Date of Event:	
Type of Event:	Number of People Expected: _____
Set-Up Time From _____ to _____	
Time Event Begins:	Time Event Ends:
Arrangements:	

**SERVICES AVAILABLE**

**(All services will incur a charge of \$25.00 per hour. Check which services you will need for this event.)**

<input type="checkbox"/> Special lighting	<input type="checkbox"/> Transportation	<input type="checkbox"/> *Decorations
<input type="checkbox"/> Ushers/Greeters	<input type="checkbox"/> *Pastor Donation	<input type="checkbox"/> Security
<input type="checkbox"/> Hospitality	<input type="checkbox"/> *Video	<input type="checkbox"/> Television
<input type="checkbox"/> Health Care	<input type="checkbox"/> *Music	<input type="checkbox"/> LCD Projector
<input type="checkbox"/> Liturgical Dancer	<input type="checkbox"/> Audio	<input type="checkbox"/> Changes in décor – must obtain prior approval
<input type="checkbox"/> Nursery	<input type="checkbox"/> EVENT STAFF	<input type="checkbox"/> FUNERAL

Signature of Requestor:	Date:
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**FOR COMPLETION BY CHURCH ADMINISTRATION**

SUB-TOTAL:	SUB-TOTAL:	SUB-TOTAL:
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<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Fee may be waived for Community Service events	GRAND TOTAL:
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SIGNATURE:

- **\$100.00 Deposit (Refundable) per event**
- Balance due 2 weeks prior to the event
- Room adjustments may be subject to change according to availability.
- 24-hour Cancellation Fee will be applied.
- Service fees are applied for rehearsals and Wedding Day
- \*\*Security Services required for events of more than 50 people in attendance.
- \* Private event insurance may be required.
- \*Credit Cards can be used for incidentals.
- \* Extra Fees may apply.