

FACILITY RESERVATION FORM

NON-MEMBERS

First Church of God, Greeneville, Tennessee

Name: _____ Date Requested: _____

Home Phone: _____ Work/Cell Phone: _____

Start Time*: _____ Finish Time: _____ Number of Guests: _____

*(This includes set-up and clean-up time)

Area / Item	Rental Fee	Cleaning Fee	Date Paid
Key/Remote Deposit	\$250**	N/A	
FLC Gym	\$125	\$100	
FLC Kitchen	\$10/hr \$50 min	N/A	
Sanctuary	\$125	\$100	
Audio/Video System	\$10/hr \$50 min	N/A	
Pastor *** (For Wedding Ceremony)	\$100	N/A	
TOTAL			

**Fee will be refunded when key & remote are returned and facility is inspected. If damage has occurred, this fee will be forfeited. If damage exceeds \$250, you will receive a bill.

***Fee for pastoral staff of First Church of God

- Make checks for rental and cleaning fees of FLC Gym and Sanctuary payable to "First Church of God".
- Make checks for Audio/Video system, pastor performing ceremony, and kitchen staff to them personally.

Signature of Applicant: _____ Date: _____

Confirmed by: _____ Date: _____ Check # _____

Amount of Deposit Refunded: _____ Date: _____

Policy Concerning "For Profit" Events on FCOG Property

Because of the IRS regulations, the church is unable to allow any "for-profit" events to take place on church property or to sponsor any "for profit" events. To do so could place our tax exempt status in jeopardy.