



Vaughn Park Church of Christ

Facility Form

Fax 334.272.2817

Facility use can **NOT** be confirmed without this form!

This form must be completed in order to prevent conflicts in calendar dates, and use of the building. Please complete this form and its entirety and turn it in to the office as early as possible before your event. Requests are reviewed on Tuesday mornings and granted on a first come first served basis. Confirmation of your request will be made as soon as possible. If a use fee is required it will be discussed with you when your request is confirmed.

Name of person making request: _____

Ministry/Group hosting event: _____

Provide Address: _____ Daytime Telephone # _____ Work # _____
Cell/evening Telephone # _____

Purpose: _____

Date needed: _____ Number of people expected: _____

Time of event: _____ Departure time after clean-up: _____

Arrival time for set-up: _____ List in church Calendar

Mark area(s) needed

Main Building

- Fellowship Hall (# of room(s)____)
- Main Kitchen
- Fireplace Room
- Financial Peace
- Small Kitchen
- Auditorium

Family Life Center

- FLC Meeting Room
- Rec. Room
- Chapel
- Gym
- Kitchen

Facility Use Policies

1. Room assignment is subject to change. VP staff will make every effort to notify in advance of any Change.
2. Special Instructions regarding room set-up and equipment needed should be detailed on the back of this form.
3. Meals may be served only in the Fellowship Hall. The Fireplace Room is reserved for light refreshments only.
4. You must contact Matt Dickson as soon as your date is confirmed to make arrangements if you need a sound system operator.
5. Food and Drink **May NOT** be served in the Chapel.
6. Food and Drink served for birthday parties is restricted to designated area.
7. **We are a NON-SMOKING facility. This applies to outside of the buildings as well.**

I have read and accept the policies outlined by the Vaughn Park Church of Christ for the use of the church's facility.

Signed: _____ Date: _____

Facility Use Fees

Main Building

Fellowship Hall	\$40/Room (total of 8 rooms available)
Auditorium*	\$200
Fireplace Room*	\$40
Main Kitchen	including in the room rental fee

Family Life Center

Classrooms	\$40/Room
Chapel*	\$50
Youth Meeting Area*	\$75

*Separate policies for Weddings

Diagram room layout & special instructions below: