

Lexington Presbyterian Church

Facility Usage Fee Schedule

The facilities of the Lexington Presbyterian Church will be available to outside groups for purposes outlined in the facility use policy. Note: the Dunlap Auditorium Kitchen is NOT available to any outside group. This kitchen is for Lexington Presbyterian Church use only.

<i>Facility</i>	<i>Usage Fee</i>	<i>Charge/Waived</i>
___ Full use of Murray Hall	\$ 60.00/hr	_____
___ Dunlap Auditorium	\$45.00/hr	_____
___ Brady Chapel	\$45.00/hr	_____
___ Classrooms (Rooms 111, 113)	\$10.00/hr	_____
___ Sanctuary (to be determined on individual basic		_____
___ Cleaning Fees	\$75.00	_____
___ Sound Technician	\$75.00	_____
___ Damage Deposit		_____
Total Usage Fee		_____

Name of Individual/Group _____

Signature _____

Print Name _____

Lexington Presbyterian Church

Facility Use Request Form

General Information

Name of Requesting Individual/Organization: _____

Phone (_____) _____

Contact Person: _____

Phone (if different from above) _____

Contact email: _____

Is this individual/group organized or operated for profit? Yes _____ No _____

Event Information

Brief Description of Event:

Date(s) Requested _____

Time(s) Requested: From: _____ To: _____

How many people are expected to attend this event? _____

What rooms are you requesting for your event? _____

Special Set-Up? _____

Technical Needs? _____
