



Facilities Reservation Request & Fee Schedule

Please complete all information, drop off at the office or email to info@gc-cogic.com

PLEASE ALLOW 2 WEEKS FOR PROCESSING

TODAY'S DATE: _____ DATE(S) OF EVENT: _____

Check One: New Request Change Cancel Event

Group Name/Person Submitting Request: _____

Contact Phone # _____ Email: _____

Activity/Purpose: _____

of Participants: _____ Event Start Time: _____; Event End Time: _____

FACILITIES REQUEST – CHECK YOUR SELECTION

Sanctuary Fellowship Hall Kingdom Center Meeting Room Other (*explain*)

Room Set-up Style - Choose One

No Set-Up Theater Classroom U-Shape Banquet Special (*explain*)

NON-MINISTRY FACILITIES REQUEST / RENTAL FEES (*based on up to 4 hours of use*)

GCC Member

- Sanctuary
- Fellowship Hall
- Fellowship Hall w/Kitchen
- Kingdom Center
- Classroom/Conference Room

Non-Member

- Sanctuary - \$650
- Fellowship Hall - \$300
- Fellowship Hall w/Kitchen - \$400
- Kingdom Center - \$400
- Classroom/Conference Room - \$35 per hour

SUPPORT SERVICES (*check all that apply*)

Podium Projector/Screen \$100 Sound System: __ Sanctuary \$150 / __ Fellowship Hall \$150 __ Kingdom Center \$200
 Portable Sound System \$100

KITCHEN REQUEST (*with rental of Fellowship Hall*)

Name of person(s) who will be responsible for use of the kitchen: _____

Phone # _____ Email _____

Non-Member Application Fee \$35.00 (*non-refundable*) Waived

Non-Member Deposit \$100.00 (*refundable with no damage or overage of time*). Rental Fee due 30 days prior to event.

Fees are based on a 4-hour rental. Additional time is \$25 per hour