



FACILITY USE REQUEST FORM (You can also access this form online at royalcitychurch.org/downloads)

| | |
|---|-----------------------------------|
| NAME OF EVENT/GROUP: | PRIMARY CONTACT: |
| PHONE: | EMAIL: |
| DATE(S) REQUESTED: | ESTIMATED ATTENDANCE: |
| BEGINNING TIME (including setup): | ENDING TIME (including clean-up): |
| SPECIAL NEEDS (Audio, Setup, etc): | |
| | |
| DESCRIPTION OF YOUR EVENT: | |
| | |
| AREAS REQUESTED (circle all that apply) | |
| Main Auditorium | Sound Tech |

I have read the facility use policies and I agree to the stated terms, conditions and policies. I understand that a 25% non-refundable deposit is due at time of reservation and the additional balance is due one week prior to event.

DATE: _____ SIGNATURE: _____