



Facilities Request Form

Name of Organization _____

Contact Person _____ Phone _____ Email _____

On-Site Contact _____ Phone _____ Email _____

Name/Type of Event _____

Please share as many details as possible concerning your requests for space at LAC other than usage of the Main Sanctuary or Uptown Theater. The next chart is for the Sanctuary and Uptown Theater.

Date	Time of Event	Room /Location Requested	Do you need sound technicians?	Equipment needed: chairs, tables, podium, av., etc.

Main Sanctuary and Uptown Theater Furniture, Sound & Lighting Requests

Items Needed	Main Sanctuary Stage			Uptown Theater		
	Yes	No	Details/How Many?	Yes	No	Details/How Many?
Furniture (chairs, pulpit, stools)						
Worship Band Involved						
LAC Instruments (piano, drums, aux percussion, guitar amps)						
Microphones for instruments/vocalists						
Portable risers						
Show Videos or DVD						
Lighting changes during event						
Vocalists						
Instrumentalists						

GUIDELINES:

We at the Lancaster Alliance Church are offering our facilities as a service to your organization. In return, we appreciate your cooperation in following the guidelines to assist us in assuring your organization of a successful event and the on-going ministry of LAC.

- Additional approval is needed by the organization: if candles or other flammable products (i.e. hay, straw) are used in any area of the church facility; if including the movement of items in the sanctuary platform area.
- LAC is a smoke free facility. Your cooperation is appreciated.
- All guests should remain in assigned areas and be supervised at all times.
- All exterior doors must remain closed and locked unless opened by a church staff member. The church building does have a security alarm. Please be sure of the security arrangements prior to opening any exterior door upon arrival at the event.
- We request that food or drink be consumed before entering into the church sanctuary.

For weddings, a Church Wedding Facilitator will be assigned to your wedding that will make sure the church doors are open, lights are available and other general building needs are met for the wedding and the rehearsal. The Church Wedding Facilitator is not considered a wedding coordinator.

FEES:

Wedding Costs: Please see the attached form.

Building Usage Costs: Please see the attached form.

___ We agree to abide by the costs suggestions related to our event.

SIGNATURE OF CONTACT PERSON: _____ **DATE** _____

Please mail or fax to:

Lancaster Alliance Church
210 Pitney Road
Lancaster, PA 17601
Fax: 397-2041
Phone: 397-1121

WE WILL NOTIFY YOU UPON CONFIRMATION OF THIS AGREEMENT

For LAC use only:

Approved by Building Usage Coordinator Rev. Joe Burchill: _____ Date Approved: _____

Staff Approval: _____ Pastor Bernt / Anita
_____ Pastor Jason
_____ Church Office

CONFIRMATION:

_____ Approved as submitted

_____ Approved with the following changes: _____

As needs arise, please stay in touch with Karen Linton at 397-1121 or 875-0194

Facility Costs and Suggested Donations

Weddings

The following information is the suggested donation for usage of facilities and personnel.

Resource	Suggested donation for people who regularly attend LAC public services or have family involved in the church.	Suggested donation for people who do not attend the church.
Facility Usage	No suggested donation	\$300 per day This includes a rehearsal event
Technician for Sound	\$20 an hour	\$20 an hour
Technician for Computer/Lighting	\$20 an hour	\$20 an hour
Custodian	\$15 an hour/minimum 3 hours	\$15 an hour/minimum 3 hours More hours if additional cleaning needed
Clergy	Our pastoral staff does not set fees for weddings. Feel free to discuss remuneration with your officiating pastor.	Our pastoral staff does not set fees for weddings. Feel free to discuss remuneration with your officiating pastor.
Church Wedding Facilitator	\$50	Included with your Facility Usage Donation
Musicians	Please discuss remunerations with those involved in your wedding.	Please discuss remunerations with those involved in your wedding.

Special Events

Resource	Suggested donation for people who regularly attend LAC public services or have family involved in the church.	Suggested donation for people who do not attend the church.
Facility Usage	No fee	\$300 a day
Custodian	\$15 an hour if needed	\$15 an hour/minimum 3 hours More hours if additional cleaning needed
Technician for Sound	\$20 an hour	\$20 an hour
Technician for Computer/Lights	\$20 and hour	\$20 an hour