



1230 ST. MARK'S CHURCH ROAD * BURLINGTON, NC 27215 * 336-584-8983

FACILITY USAGE APPLICATION- WORSHIP CENTER

Thank you for your interest in hosting your organization's event in the Worship Center of St. Mark's Church. Please read this application in full, provide the information requested, sign where indicated, and return it to the attention of Cindy Dubay at cindy@exploresmc.org or to the mailing address above. We will review your application and advise you of a decision within one week of receipt.

PLEASE PRINT!

REQUESTING ORGANIZATION: _____

CONTACT NAME: _____

CONTACT PHONE: _____

CONTACT EMAIL: _____

DATE OF EVENT: _____

TYPE OF EVENT: _____

TOTAL DURATION OF EVENT, INCLUDING PRE AND POST EVENT ACTIVITIES:

SPECIFIC NEEDS FOR EVENT (including lights, sound, video, stage assistance projection, other support):

By my signature below, I understand and accept the following terms for use of the Worship Center at St. Mark's Church:

A \$200, non-refundable deposit is required to hold the date. (The deposit will be counted toward overall usage cost.)

The daily rental fee (8 hrs) for use of the Worship Center is \$800, pro-rated, which includes:

- Facility usage, with stage front clear and curtain closed
- Grand Piano
- House lighting
- Cleaning
- Use of the lobby
- Use of back stage rehearsal space

Extra fees will apply for the following:

- Complete striking and resetting of full stage (35/hr.)
- Use of cameras/operators (35/hr.)
- Use of multi-media systems/operators (35hr.)
- Sound engineer(s) (35hr.)
- Excessive cleaning required
- Damage to space or equipment

If applicable, event organizer is responsible for

- Event security
- Publicity
- Set up and break down of personal equipment
- General clean-up

Signature of event organizer	Date of request
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FOR USE BY ST. MARK'S CHURCH

DATE APPLICATION RECEIVED: _____

REQUEST APPROVED? (Y/N): _____

DATE REQUESTOR NOTIFIED: _____

DATE PAYMENT RECEIVED: _____