

# REFUGE BUILDING RESERVATION PACKET



Event Coordinator: \_\_\_\_\_

**It is your responsibility as the event coordinator to ensure that the building is returned to its original condition after your event!**

The event coordinator is responsible for both the setup and cleanup of the event. There will be a blue lock box hanging on the ramp railing with a key to the front door and the janitor closet. The code will be given to you shortly before the event. You should include enough time to both setup and cleanup in your reservation time. You may not make any permanent changes to the facility. (Please check that your decorations will not damage walls or other surfaces.) Make sure the following are done before you leave the building:

- Clean the area used as needed (sweep, spot mop, wipe tables and chairs, etc.)
- Return all tables, chairs, and other supplies to their original location
- Place any dirty linens in the “Dirty Linens” container in the kitchen
- Turn out all lights (except emergency lights)
- Remove all decorations and personal items
- Put all trash in the dumpster on the south side of the building
- **Return the key to the blue lock box outside**

*Note: Saturday morning events should use the small parking lot near the building or park at the far end of the large parking lot to avoid conflict with business for Gateway Auction House.*

Contact [office@seekrefuge.net](mailto:office@seekrefuge.net) with questions.

Call 314-922-3068 for emergencies.

The following photos should help you restore the building to its original condition:

## Lobby Setup



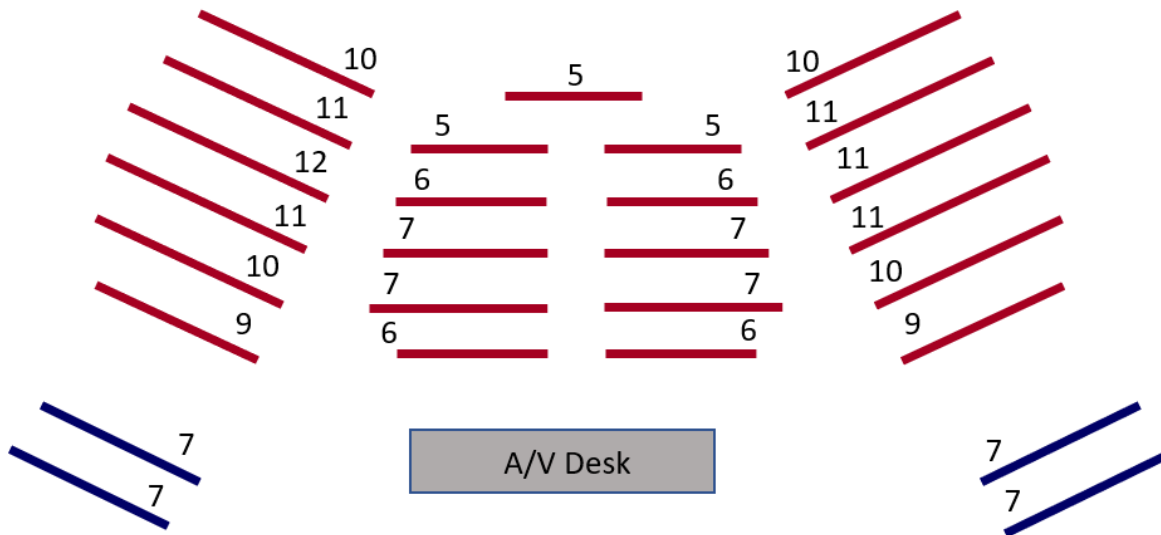
The round tables should alternate larger table and the smaller table, starting with a larger table centered on the dip in the floor. The larger tables should have 4 chairs around them, and the smaller tables should have 3 chairs. The two black arm chairs should be centered under the painting of Jonah and the Whale.

Organizations or persons using the Refuge Church facility will obey all laws, rules and regulations of all governmental authorities.

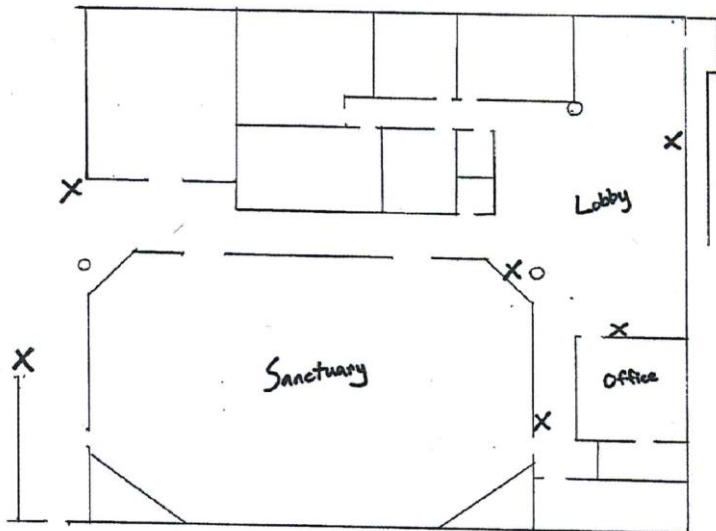
# Sanctuary Setup

Place the front legs of the chairs at the end of each row on the blue square with the F inside.

Please make sure all the chairs in each row are connected to each other.



Trash cans should be returned to the Xs.



Contact [office@seekrefuge.net](mailto:office@seekrefuge.net) with questions.

Call 314-922-3068 for emergencies.

## Building Reservation Form

Event Coordinator: \_\_\_\_\_ Event: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Time: \_\_\_\_\_

(include enough time for setup and cleanup of the event)

### Area of the Building:

(please circle all that apply)

Lobby

Sanctuary

Elevate Room

KR Rooms

### Additional Equipment:

# Available

# Requested

Approved

Rectangular Folding Tables	5		
Round Folding Tables	12		
Blue Chairs	40		
Yellow Chairs	23		
White Short Rectangular Tablecloths	2		
White Floor Length Rectangular Tablecloths	1		
White Short Circular Tablecloths	5		
White Floor Length Circular Tablecloths	6		
Black Rectangular Tablecloths	2		
Brown Rectangular Tablecloths	2		
Beverage Dispensers	2		

*Use of Audio & Visual Equipment requires special approval. Please inform the office when turning in this form if you would like to use any A/V equipment.*

Approved by: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Organizations or persons using the Refuge Church facility will obey all laws, rules and regulations of all governmental authorities.

## Facility Use Fees

*Members & Regular Attenders of Refuge pay 50% of the cleaning fee and the security deposit is waived.*

- **\$150 cleaning fee** (plus an additional \$50 for each hour over 4 hours)
- **\$75 audio/visual fee** (plus an additional \$25 for each hour over 4 hours) – *Use of audio/visual equipment requires the presence of an approved member of the Refuge Tech Team. Please inform the office when turning in this form if you would like to use any A/V equipment as approval will depend on the availability of the Refuge Tech Team members.*
- **\$100 security deposit** (will be returned after the event if no damage has occurred)  
\*The security deposit should be a separate payment from the other fees. It can be in the form of a check or credit card information.

All fees are required to be paid in full 10 business days prior to the event. Events cancelled within 5 business days will forfeit their security deposit. Checks should be made payable to: Refuge Church.

\$\_\_\_\_\_ cleaning fee + \$50 x \_\_\_\_\_ additional hours =

\$ 75 A/V fee + \$25 x \_\_\_\_\_ additional hours =

\$\_\_\_\_\_ + \$\_\_\_\_\_ + \$\_\_\_\_\_ security deposit = \_\_\_\_\_

I agree to pay Refuge Church the above amount for the use of the premises and be held responsible for any and all damages incurred.

Signature of Event Coordinator:\_\_\_\_\_

Date: \_\_\_\_\_