



**Facility Equipment/Furnishings Needed:**

Item	Quantity	Item	Quantity	Item	Quantity
Chairs		Podium		Television/DVD	
Rectangle Tables		Risers		White Board	
Round Tables		Sound System		Easel	
Table Linens*		PowerPoint System		Other (Please Specify)	
Piano		Microphones			
Lattice/Arch		Extension Cords			

*\*Note: Table linens must be laundered, folded on hangers and returned within 48 hours. These must be checked out through the church office before taking them, and must be checked back in upon return.*

**Comments:**

**Fees for Facility Use: Fees apply to all Non-Riverview Ministry Events and are subject to change.**

Facility Room Use:	\$ 300.00 per hour
Lawn/Patio Area:	\$1,200.00 per event
Worship Center Use:	Up to \$1,000.00 per hour

*Note: These fees are subject to review and adjustment by the Facilities Team, Facilities Manager, or Executive Pastor, dependent upon the Facility Use Request and to accommodate unusual circumstances.*

**Fees for Facility Related Labor: Fees apply to all Non-Riverview Ministry Events and are subject to change.**

Facility Tear-down/Set-up:	\$20.00 per hour (2 Hour Minimum)
Housekeeping Services:	\$20.00 per hour (2 Hour Minimum)
Video/Power Point Tech:	\$25.00 per hour (3 Hour Minimum)
Sound Technician:	\$25.00 per hour (4 Hour Minimum)

*Note: Payment for Facility Use related labor should be made by check, payable to Riverview Church. The church will issue payment to those individuals as appropriate for the services rendered.*

**— OFFICE USE ONLY —**

Date Request Received:	Received By:
Approved Date:	Approved By:
Fees Charged:	Approved By:

<b>Fees Collected:</b>	<b>Cash:</b>	<b>Check #</b>	<b>Date:</b>
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Person	Approval Signed Off (Designates request is approved and will be taken care of)	Task Assigned to
Facilities Manager		
Housekeeping		
Audio/Visual Technician		
Childcare Director		

<b>Key(s) Issued to:</b>	<b>Key#</b>	<b>Date:</b>
<b>Entered on Church Calendar by:</b>		<b>Date:</b>

**Copies Distributed:** Requestor  Master File  Audio/VisualTech  Childcare Director  Facilities Mgr  Housekeeping