

CHURCH OF THE MASTER
24 N GROVE ST. WESTERVILLE, OH 43081
(614) 882-2153
facilities@chmaster.org

**OTTERBEIN UNIVERSITY FUNCTIONS
FACILITIES USE APPLICATION FORM**

**Please list one event per form and please print clearly
Submit form to Facilities Manager in office mailbox or via email**

Event Date: _____ Event Name: _____

Event Description: _____

Estimated Number of Attendees: _____

Requestor Name: _____

Address: _____

Email Address: _____

Phone: _____

Event Host Name: _____

Address: _____

Email Address: _____

Phone: _____

Set-up start time: _____ Clean-up end time: _____

Event Start Time: _____ **Event End Time:** _____

Requested Space: _____ NOTE: Fees are for use up to four hours \$25 for each additional hour

(\$35) Sanctuary _____ (\$35) Sound System _____ (\$35) Video System _____

(\$25) Gathering Space _____ (\$15) Nursery Room _____ (\$15) Classroom (specify) _____

(\$15) Chapel Room _____ (\$15) Wagoner-Hursh Room _____

(\$35) Fellowship Hall _____ (\$25) Kitchen (cooking) _____ (\$35) Gym _____

Number of Tables: (30 available) 8 ft long or (10 available) 5 ft round (circle size) _____

Number of Chairs: (240 available) _____

Please include a Set Up Form for desired arrangement of tables and chairs

Please note items and time for any outside deliveries:

- Dates are not considered reserved until approved by the Trustees/Facilities Manager and no event will be scheduled until all required deposits have been received.
- Church needs and activities have first priority including unexpected events (i.e. funerals) which may cause cancellation or rescheduling of requested date.

By submitting this Facilities Use Application Form, I acknowledge that I have been provided the Facilities and Property Use Policy of Church of the Master and agree that I, and on behalf of any organization or group which I am representing, will adhere to and be bound by all applicable terms and conditions in said policy.

Requestor Signature: _____ Date of Application _____