

# Facility Use Form

9957 Cherry Valley,  
Caledonia, Michigan 49316  
616-891-1512  
Fax: 616-891-9324

**General**

Name/Organization \_\_\_\_\_ Event \_\_\_\_\_ Est. Attendance \_\_\_\_\_  
Contact Person \_\_\_\_\_ Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_ Cell \_\_\_\_\_  
Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Brides Name \_\_\_\_\_ Grooms Name \_\_\_\_\_  
Church Affiliation \_\_\_\_\_ Pastor Performing Ceremony \_\_\_\_\_  
Reception: Yes \_\_\_\_\_ No \_\_\_\_\_ Meal \_\_\_\_\_ Other \_\_\_\_\_  
Caterer Name and Phone Number \_\_\_\_\_  
Florist Name and Phone Number \_\_\_\_\_  
Rehearsal Time: \_\_\_\_\_ Rehearsal Date: \_\_\_\_\_ Rehearsal Dinner: Yes \_\_\_\_\_ No \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Day \_\_\_\_\_  
Time of Event: Start \_\_\_\_\_ End \_\_\_\_\_  
Set-up Time \_\_\_\_\_ Clean-Up Time \_\_\_\_\_  
Room(s) # Requested \_\_\_\_\_  
VCR/DVD Needed: Yes \_\_\_\_\_ No \_\_\_\_\_ Power Point Presentation: Yes \_\_\_\_\_ No \_\_\_\_\_

**Recurring Use**

Day of Event \_\_\_\_\_ Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_  
Dates of Events \_\_\_\_\_  
Time of Events: Start \_\_\_\_\_ End \_\_\_\_\_  
Holidays/Special Days **Not Meeting** \_\_\_\_\_  
Room(s) # Requested \_\_\_\_\_

All groups must reserve use of the facilities. Reservations must be made 30 days prior to the event and cannot be made more than 12 months in advance. Reservations must be approved by the Facilities Coordinator before confirmation. This process may take up to 60 days. There is a charge for use of Caledonia Christian Reformed Church.

The outside group / organization will hold harmless, indemnify and pay for the defense of Caledonia Christian Reformed Church from and against all liability, claims, demands, fees, causes of action of any kind, expenses (including but not limited to attorney fees of indemnities council) arising out of or in any way connected with user's use of occupancy or space in or from Caledonia Christian Reformed Church. We require a certificate of insurance in the amount of \$1,000,000 general liability coverage including blanket contractual liability coverage, with Caledonia Christian Reformed named as an additional insured.

The outside group / organization shall be responsible for all damages to or loss of property, including that which belongs to staff and ministry organizations during the time that they use the facility. They shall also see that the Rules and Conditions included with this form are met.

Caledonia Christian Reformed Church is not responsible for any lost, stolen, or damaged items. We reserves the right to deny rental or use of its facilities to any group.

I, representing the group / organization listed above, agree to the terms listed above and agree to pay the fees shown on the back of this form.

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

(Please sign and return with deposit to church office for confirmation)

**Office Use**

Date rec'd \_\_\_\_\_ Approval Req'd \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Insurance Req'd \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
Deposit Paid \_\_\_\_\_ Date \_\_\_\_\_ Balance Paid \_\_\_\_\_ Date \_\_\_\_\_  
Request approved for by \_\_\_\_\_

## Caledonia CRC Pricing Information

Member Weddings and Use of the Facility	Non-Member Weddings
<b>Pricing</b>	<b>Pricing</b>
Deposits \$100.00	Deposits \$100.00
Application Fee \$25.00 (non-refundable)	Application Fee \$25.00 non refundable
<b>Wedding Rental:</b> No Rental For Member	<b>Wedding Rental:</b> \$300.00
	MPR & Kitchen \$300.00
<b>Audio Visual:</b>	Reception Coffee Area (50-100) \$50.00
Wedding \$75.00	Educational Room (ea) N/A
Reception \$25.00	Rehearsal Dinner \$50.00
Computer (Wedding) \$30.00	
Computer (Reception) \$15.00	<b>Audio Visual:</b>
	Wedding/rehearsal \$75.00
<b>Custodial:</b>	Reception \$25.00
Wedding \$130.00	Computer (Wedding) \$30.00
	Computer (Reception) \$15.00
<b>Reception:</b>	<b>Custodial:</b>
0-100 \$100.00	Wedding \$130.00
200 \$150.00	Reception
300 \$200.00	0-100 \$100.00
<b>Set Up &amp; Take Down:</b> included in fee	200 \$150.00
Rehearsal dinner up to 50 \$50.00	300 \$200.00
Reception/Coffee area (50-100) \$50.00	<b>Set up &amp; Take Down:</b> Included in Fee
	Reception in Coffee Area (50-100) \$50.00
	Rehearsal Dinner \$50.00

Non Member/Non Profit Use	Member Funeral
<b>Pricing:</b>	<b>Audio Visual:</b>
Deposits \$100	Sanctuary \$50.00
Application fee \$25.00 (non refundable)	MPR \$20.00
	Computer \$30.00
<b>Rental:</b>	<b>Custodial:</b>
MPR/Kitchen \$100.00	Sanctuary \$50.00
Sanctuary \$100.00	MPR/Kitchen (no set up required) \$50.00
Sanctuary/MPR \$200.00	<u>MPR/Kitchen (if set up required)</u> See Below
Narthex/Coffee Area \$75.00	100 (set up take down only) \$25.00
Meeting Rooms to 30 \$25.00	200 (set up take down only) \$50.00
Class Rooms to 12 \$15.00	250 (set up take down only) \$75.00
	300 (set up take down only) \$100.00
	<b>Non Member Funeral</b>
<b>Audio Visual:</b>	<b>Pricing</b>
Sanctuary \$50.00	Sanctuary \$100.00
Sanctuary/MPR \$75.00	MPR/Kitchen \$75.00
Computer (Sanctuary) \$30.00	
Computer (MPR) \$15.00	<b>Audio Visual:</b>
<b>Custodial:</b>	Sanctuary \$60.00
Sanctuary \$75.00	MPR \$30.00
MPR/Kitchen	Computer \$30.00
0-100 \$100.00	<b>Custodial:</b>
200 \$150.00	Sanctuary \$60.00
300 \$200.00	<u>MPR/Kitchen</u> See Below
	100 \$50.00
	200 \$70.00
	250 \$85.00
	300 \$110.00

Please note these are prices for one time usage.  
 All weekly, bi-weekly and monthly charges shall be se  
 according to need. Only non-profit organizations shall be  
 considered for use of the facility