



Facility Request Form

The River Christian Reformed Church
459 E. Highland Ave. Redlands, CA 92373 (909) 793.2221

Section 1: Complete for All Events

Name (Requestor): _____

Address: _____

Phone # Day: () _____ Evening: () _____

Event Date: / / Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Event Time Start: : am/pm End: : am/pm Total Attendance: _____

What is your affiliation with the River CRC? _____

Event Type: Wedding (complete section 2) Memorial (complete section 3) Other: _____

Section 2: For Weddings Only

Bride's Name: _____

Address: _____

Phone # Day: () _____ Evening: () _____

Groom's Name: _____

Address: _____

Phone # Day: () _____ Evening: () _____

Check all that apply:

- Pianist/Organist
- Sound/Lighting Technician
- Vocalist
- PowerPoint (you must provide the presentation file)

Rehearsal Date: / / Rehearsal Time: Start: : am/pm End: : am/pm

Name of Florist: _____ Phone #: () _____

Name of Photographer: _____ Phone #: () _____

Requested Pastor: Verhoef Bierling Elgersma Gonzales In't Hout

Section 3: For Memorials Only

Name of the individual being celebrated: _____

Check all that apply:

- Pianist/Organist
- Vocalist
- Sound/Lighting Technician
- PowerPoint (you must provide the presentation file)
- Reception

Requested Pastor: Verhoef Bierling Elgersma Gonzales In't Hout

Section 4: Office Use Only

Copy of Facility Request Form distributed to:

- Worship Director
- Musicians Reserved
- Vocalist Reserved
- Sound/Light Technician Reserved

Name: _____

Name: _____

Name: _____

- Pastor
- Custodial Staff
- Hospitality Team

Reserve Room on Church Calendar



Facility Request Fee Schedule

The River Christian Reformed Church
459 E. Highland Ave. Redlands, CA 92373 (909) 793.2221

Wedding Fees

Included in the fee for a wedding is:

- Use of the sanctuary for rehearsal & ceremony
- Opening and closing of the church for rehearsal & ceremony
- Sound and lighting technician for rehearsal & ceremony
- Wedding coordination by the Worship Director
- Janitor Cleanup

- ✓ Fee for Member \$290.00 + \$100.00 for use of Fellowship Hall/Kitchen
- ✓ Fee for Child of Member \$390.00 + \$100.00 for use of Fellowship Hall/Kitchen

Fee needs to be paid in full one week before the date of the wedding. Make checks payable to The River CRC.

Memorial Fees

An offering is taken to cover the cost of the sound/light technician and janitorial services.

- ✓ Janitorial Services \$75.00
- ✓ Sound Lighting Technician \$75.00
- ✓ Video Tech \$75.00

Make checks payable to The River CRC.

Additional Costs

You are responsible for paying the pastor and musicians. *Suggested* compensation is listed below. These payments and arrangements need to be made directly with the individuals involved.

- ✓ Pastor \$100.00
- ✓ Organist or Keyboardist \$100.00
- ✓ Soloist \$50.00

Fee Schedule for use of Church Facilities

Sanctuary	\$250.00
Fellowship Hall	\$100.00
Kitchen	\$100.00
Children's Church	\$100.00
Classroom	\$25.00
Video/DVD Equipment	\$25.00
Sound/Lighting	\$75/hour
Janitorial Services	\$75