

# The Francis Asbury Society

PO Box 7 • Wilmore, KY 40390-0007 • www.francisasburysociety.com • 859-858-4222 • fas@francisasburysociety.com

## Facility Use Request

Group requesting use: \_\_\_\_\_ How many in group? \_\_\_\_\_

Description of event: \_\_\_\_\_

Date(s):					
Start Time:					
End Time:					

Primary contact for group/event: \_\_\_\_\_

Billing address: \_\_\_\_\_

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

### Area(s) requested:

- Conference room (downstairs)
- Board room (main floor)
- Prayer chapel (upstairs)
- Conference room kitchen
- Board room kitchen
- 2nd floor lobby
- Library (downstairs)
- 2nd floor meeting space

Please check all desired specialty equipment, services, and/or furniture:

### AUDIO

- Handheld mic
- Lapel mic
- Mic stand(s): \_\_\_\_\_

### PROJECTOR

- For DVD/CD playback
- For computer (HDMI or VGA ports only)

### RECORDING\*

- Video
  - Audio
- \*Recordings using FAS equipment must be handled through Quality Tapes, Inc.

### FURNITURE

- Podium
- Ext. cords for devices
- Stand for computer

### Room layout desired (if applicable):

- Lecture/Classroom with tables
- Round tables (5 ft dia., seat 6-8)
- Square arrangement
- Rectangular tables (6 or 8 ft)
- U-shaped arrangement
- Buffet table (specify length): \_\_\_\_\_
- Chairs only

### Select the desired accessory services:

- White board (markers & eraser provided)
- Basic beverage service (coffee, hot tea, hot chocolate, ice water)—\$1/person/day fee applies
- Flip chart (pad & markers provided)

Other comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Please initial.) I understand that I am reserving space in the FAS ministry center, that any cancellations or changes to the information above need to be communicated at least 24 hours in advance, and that fees will be assessed for no shows.

<b>For FAS Use Only</b>	<b>Invoice #</b> _____	<b>Fees Applied</b>
Date request received: _____		Facility fee = \$100 per day x _____ days = _____
Payment(s): _____		Custodial fee = \$175 (assessed after event if necessary) _____
FAS host assigned: _____		Host fee = \$18/hour for after business hours x _____ hours = _____
		Beverage fee = \$1/person/day x _____ people x _____ days = _____
		TOTAL CHARGE = _____ + 6% sales tax = _____