



**FRANCIS
ASBURY**
SOCIETY

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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)

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 6' or 8' combo) : _____
- Chairs only

Select the desired accessory services:

- White board (markers & eraser provided)
- Basic beverage service (coffee, hot tea, hot chocolate, ice water)—\$2/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.**

For FAS Use Only

Invoice # _____

Date request received: _____

Payment(s): _____

FAS host assigned: _____

Fees Applied

Facility fee = \$100 per day x _____ days = _____
Custodial fee = \$175 (assessed after event if necessary) _____
Host fee = \$18/hour for after business hours x _____ hours = _____
Beverage fee = \$2/person/day x _____ people x _____ days = _____
TOTAL CHARGE = _____ + 6% sales tax = _____