

Calendar Requisition for Victory Life Facilities

Today's Date _____

Durant Chapel _____ Durant School Cafeteria _____
Sherman Sanctuary _____ Sherman Hospitality Room _____ Sherman Youth Area _____

Day of Event _____ Time of Event _____
Please indicate the time the building is to be opened _____ locked-up _____

Rehearsal Date (if applicable) _____ Rehearsal Time _____
Please indicate the time the building is to be opened _____ locked-up _____

Is your event a wedding _____ Renewal of Vows _____ Other _____

Pastor performing ceremony _____

Contact Person for Event _____

Day phone _____ Evening phone _____

Mailing address _____

City _____ State _____ Zip Code _____

If your event requires singers, pianists, and/or a pastor, fees for them are left at your discretion and not included in the fee schedule. Please keep in mind events that require rehearsals.

Audio Needs

Sound Crew is required to be present at all wedding rehearsals. Sound system will be operated by Victory Life staffed personnel only.

Indicate in the space available the number of microphones needed (Example: 0, 1, 2)

Wire Microphones _____ Lapel Microphone _____

Type of Accompaniment you will be using: Cassette _____ Piano _____ CD _____
(You are responsible for securing your own pianist and singers)

Fee Schedule

Usage Fees (Non Church Members)

Usage	\$200
Sound	\$ 75
Cleaning	<u>\$ 75</u>
Total	\$350

Deposit of \$100 is due upon scheduling with remaining balance due prior to event.

Personnel Fees (Victory Life Church Members)

Sound	\$ 75
Cleaning	<u>\$ 75</u>
Total	\$150

Cleaning fee due prior to event. If your event does not require the use of sound, the sound system or any of the sound equipment, this fee will not be charged to your event.

Responsibilities of Persons Utilizing Facilities

1. Responsible for supplying all decorations, candles (dripless only), flowers, props, table cloths, music stands, etc.) If any damage is done to the carpet, you will be held responsible for clean-up cost or replacement of carpet.
2. Absolutely no alcoholic beverages are allowed inside the building or on the property.
3. No smoking inside building.
4. No birdseed or rice to be thrown inside the building. If it is thrown outside of building, it will be your responsibility to sweep walkways and ensure that birdseed holders are picked up. Bubbles will not be allowed inside building.
5. Clean up crews are responsible for cleaning. However, you will be responsible for taking down and removing your decorations, bagging up trash and wiping all surfaces down. Please inspect the area carefully after your event. If damages are found after your event, you will be held responsible for the damages.
6. If you are scheduling use of the school cafeteria it is your responsibility to contact and schedule a time to meet with Kim Cooper at 580-513-5874 (cell phone) prior to the event. She will cover the necessary guidelines you must adhere to in the use of that area.
7. Facility requests must be made at least twenty days prior to event and must be approved.

I have read and fully understand the above, including the schedule of fees, and agree to all the conditions listed. Please sign and return to Pam Farris, Victory Life Church, P.O. Box 427, Durant, OK 74702 with your return address. Once event is approved a copy of this agreement will be mailed back to you.

Requesting party Date

Approved by Date

Deposit information: *All fees due prior to event. If event falls on a Saturday/Sunday then the fee is due on the Friday before the event.*

Amount received _____ Check # _____ Cash _____ Date paid _____
MasterCard/Visa _____ Credit card # _____ Exp. Date _____
Date remaining balance paid _____ Check# _____ Cash _____

INSTRUCTIONS:☐

- 1) Fill this form out online.☐
- 2) Save this form.☐
- 3) E-mail this form as an attachment by selecting "File" then "Send Mail"