



VICTORY FOR THE WORLD CHURCH

1170 North Hairston Road, Stone Mountain, GA 30083

678-476-6000 (phone) 678-476-6010 (fax)

Dr. Kenneth L. Samuel, Pastor & Organizer

FACILITY RENTAL QUESTIONNAIRE

Date(s) Rental Request _____ Time of Rental _____ to _____

Requested Rehearsal Dates _____ Rehearsal Times _____

Company Information

Name of Contact(s) _____

Address _____

City _____ State _____ Zip Code _____

Office Phone # _____ Alternate Phone # _____

Email Address _____ Website _____

Are you or your company _____ 501(c)3 _____ LLC _____ Other (_____)

Date of incorporation _____ Are you bonded/insured Yes No
(Please include copy of state/federal documentation)

Rental Reference Information

(Please provide name & contact number for facility you have rented from previously)

Name _____ Contact Number _____

Event Information

Title of Meeting / Event _____ Approx # of attendees _____

Purpose for Rental _____

Is this a ticketed event? _____ If so, what is the cost per ticket? _____

Please check all of the rooms you are requesting use of during your rental (Rates listed below)

Building Usage:

Sanctuary Worship Center Kitchen (Worship Center) Bridal Suite Executive Board Room

KLS Life Center

Gymnasium Kitchen (KLS) Classrooms (KLS only) Other (specify) _____

Classrooms

Antioch Bethany Bethlehem Galilee Grace Jericho
 Jerusalem Mercy Nazareth Samaria Shalom Suite

Are you in need of any special services or equipment? (i.e., audio, video, tape duplication, food services, special lighting, computers, projector w/ screens, musicians, staff, musical instruments, etc.).

Please note that additional services will come at an additional cost Yes No

Please specify: _____

Are you in need of any graphic design services?

Please note that additional services will come at an additional cost Yes No

Would you like for your event to be advertised on outside marquee?

Please note that additional services will come at an additional cost Yes No

Please attach proposed schedule of events, including names of special guests & titles of sessions

RENTAL RATE SCHEDULE

***Please note that all rentals are based on 4-hour rentals
& member rate requires at least (1) year membership***

<u>Room Rental</u>	<u>Member</u>	<u>Non-Member</u>
Antioch Room	\$70.00	\$100.00
Bethany Room	\$70.00	\$100.00
Bethlehem Room	\$70.00	\$100.00
Galilee Room	\$70.00	\$100.00
Grace Room	\$70.00	\$100.00
Jericho Room	\$70.00	\$100.00
Jerusalem Room	\$70.00	\$100.00
Mercy Room	\$70.00	\$100.00
Nazareth Room	\$70.00	\$100.00
Samaria Room	\$70.00	\$100.00
Shalom Suite	\$475.00	\$675.00
Banquet Hall A	\$1,250.00	\$1,850.00
Banquet Halls B & C	\$650.00	\$950.00
Banquet Halls A, B, & C	\$1,700.00	\$2,600.00
Worship Center	\$3,550.00	\$4,950.00
Sanctuary	\$1,950.00	\$2,950.00
Left or Right Upper Room	\$150.00	\$300.00
Kitchen Usage	\$300.00	\$500.00
<i>KLS LIFE CENTER</i>		
Gymnasium	\$600.00	\$900.00
Classrooms	\$70.00	\$100.00
Kitchen Usage	\$250.00	\$450.00

FOR INTERNAL USE ONLY:

Date Request Received: _____ By Who: _____

Was the package complete at the time of reception: Yes No

If no, what was missing _____

Recommended Action? Approval Denial Approval Pending Further Action

Date Notified _____ By Who: _____