

Mullenix, Taylor Chapel, and Gathering Place Reservation Request

Name	Today's date	Event name
Person responsible for event	Phone	Email
Number attending	Event day	Event date
Setup start time	Event start and end times	Cleanup end time

Rental Type

Private

Affiliations

Check all that apply.

- ☐ Faculty/Staff
- ☐ Graduate Assistant
- ☐ Campus Church

Graduation Open House

Gathering Place only

Choose Open House type.

- ☐ 2 Families / \$50 per
- ☐ 3-4 Families / \$30 per
- ☐ 5+ Families / \$20 per

Group

Ministry Department _____

**To reserve facilities for a rehearsal dinner, wedding ceremony, or reception, submit a Wedding Facilities Rental Application to the Campus Church Facilities Coordinator.*

Rental Location(s)

Mullenix Fellowship Hall—\$125

- ☐ Fellowship Hall
- ☐ Kitchen

Gathering Place—\$150

- ☐ Great Room
- ☐ Serve Kitchen
- ☐ Gym
- ☐ Prep Kitchen

Rental Information

- You will receive a confirmation email from the Interiors Office when your reservation request is approved. About one week before your event, you will be emailed a memo telling you when to pay the fee and pick up your key(s) from the Cashiers Office.
- Facilities are available for anniversary celebrations, birthday parties, etc., but not for fundraisers or events that promote another organization.
- An Interiors Assistant may be assigned to attend your event.

“I agree that my group will follow all facility guidelines and procedures.”

Signature _____

am/ja 2022

Office use only:

Approved by _____ Date _____