Facility Usage Request Form (Updated July 2021)

Audubon Park Covenant Church

3219 Chelsea Street Orlando, Florida 32803 | www.audubonparkchurch.com

407-894-6351 | audubonparkcovenantchurch@gmail.com

Name: (please print) _____

Group or Organization:_____

Address:_____

Phone Numbers: (home)_____**(work)**_____**(cell)**_____

E-mail: _____

Please describe the scope & detail of activities which will be taking place: *please write on back or end of application if you need additional space*

Date(s) of use: _____ **Start Time:**_____ **End Time:**_____

Area(s) to be used:

_____ **Sanctuary** _____ **Outdoor Grounds**

_____ **Fellowship Hall For Event** _____ **Fellowship Hall for meal**

_____ **Kitchen for food prep**

_____ **Special Requests** _____

Areas	APCC Member	Non-Profit	Non-member	
(1) Sanctuary	$25/hour	$35/hour	$50/hour	_____
(2) Fellowship Hall for meeting, event,etc.	$25/hour	$35/hour	$50/hour	_____
(3) Kitchen	$25/hour	$35/hour	$50/hour	_____
(4) Outdoor Grounds	$15/hour	$20/hour	$25/hour	_____
			Total Fee for use:	_____

DATE RESERVATION FEE DEPOSIT OF $50 IS DUE WHEN DATE IS RESERVED

Date reservation fee deposit will be credited to the total amount due (non-refundable if cancelled)

Balance of Fees is due no less than 7 days before the event.

Checks should be made out to: "Audubon Park Covenant Church."

Deposits & fees submitted: $ _____ check # _____ Date_____

_____ **Received** _____

Applicant Signature **Authorized Church Representative**

Notes: **Y/N Applicant initial receipt of this written agreement.**