

<u>Parker United Methodist Church</u>	
<u>Outside Group Room Reservation Check List</u>	
	<u>Check List</u>
Date	
Times	
Group	
Event	
Contact Person	
Tel. No.	
Rooms Requested	
# Persons Attending	
Outside Group Charge ~ \$75.00 per hour/includes cleaning fee	
25% Deposit - applied to total amount	
Sound Crew/Person Needed	
Fee Charge \$75.00 for 2 Hrs/\$25.00 each additional hour	
Portable Sound System	
Fee Charge \$75.00 refundable deposit useage fee/return checkor tear up	
Proof of Insurance	
Total	
Deposit fee	
Amount Due at end of event	
Signature:	
Date:	