

# Fairfield Christian Church Event Reservation Form

Date Submitted: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Hours of Event: \_\_\_\_\_

Name of Family or Group: \_\_\_\_\_

\* Purpose of Event: \_\_\_\_\_

Room/rooms Requested: \_\_\_\_\_

Set-up Needs: \_\_\_\_\_

Janitor Needs: \_\_\_\_\_

Signature of Person in Charge of Event: \_\_\_\_\_

Printed name of Person in Charge: \_\_\_\_\_

Phone Number: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\*\* Amount of Deposit: \_\_\_\_\_

Church Representative Approval: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Date of Refund: \_\_\_\_\_

Note reason if a refund was not given: \_\_\_\_\_

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**\* FCC reserves the right to decline use of the building and grounds for any event if it conflicts with Biblical standards.**

**\*\* A \$50.00 refundable deposit is required at the time of reservation. Please make checks payable to Fairfield Christian Church. You will be contacted within 30 days after your event to know whether or not you will be receiving your deposit back. Please be sure to clean the room you have reserved, put everything back in its original place, and take out the trash. Thank you!**