



McMurray Gospel Assembly
**Non-Profit Charitable Organizations
& Off Shoot Ministries of MGA Facility Request Form**

Booking Summary (OFFICE USE ONLY)

Room Charges:

Sanctuary _____ \$40/hour or \$300 day
Foyer _____ \$30/hour or \$200 day
Lower Auditorium _____ \$30/hour or \$200 day
Classroom (each) _____ \$20/hour or \$100 day
Kitchen (please note: this is not a commercial kitchen) _____ \$20/hour or \$100 day

Additional Charges:

Event Supervisor (required for every event) \$20/hour
OR
Facility Coordinator/Key Holder (required)
Sound or Lighting Technician (required if using electronic equipment) \$25/hour
• Please note that only MGA trained technicians are permitted to operate systems
Projector/Screen/Portable Sound System \$25
Tablecloths (includes cleaning fee) \$5 each

Total Fees:

Damage Deposit Paid:

Date Paid:

Balance Amount Owing Paid:

Date Paid:

A \$150.00 refundable damage deposit is required to be kept on file for the duration of the event. This can be in the form of a credit card or cheque. A full invoice, reflecting actual use, will be issued after the event.

Lead Pastor Approval of Application:

Dated:

Signature:

Applicant Notified by (please print):

Dated:

Signature: