

Please email form to victoria@storyheights.com.
Please allow 14 business days for approval.
Please call Victoria at 617-928-6082 with any questions or for more information.

Building Request Form

Use shall be granted in the following order of priority.
Please check which category pertains to you or your group:

- 1. Church ministries and programs.
- 2. Church member functions, including member weddings, showers, parties, and memorial services.
- 3. Benevolent non-profit groups.
- 4. Non-member memorial services and event functions.
- 5. Non-profit or civic community groups.
- 6. Profit-making groups and functions, including recitals.

Name of Renter/Organization: _____

Cell Phone: _____ Email Address: _____

Total Group Size: _____ # of Adults: _____ # of Children (0-9): _____ # of Youth (10-17): _____

Date(s) Requested: _____ Start Time: _____ End Time: _____

Will childcare be necessary? Y N Will audio/visual techs be needed? Y N

Describe the nature of your event:

Fee Structure for Groups 2 & 3:

Deposit (as required and will be applied to total if no damage)
Event Monitor (required for all events)
Sanctuary (capacity 70)
Foyer (capacity 40)
Multi-Purpose Room or Volunteer Lounge (capacity 10-15)
Kids' Adventurer Room (see Child Safety Policy) (capacity 25)
Toddler Room or Nursery (see Child Safety Policy)
Custodial

4 Hours or Less/Each Additional Hour
\$50
\$40/\$10
\$200/\$50
\$100/\$25
\$50/\$10
\$50/\$10
\$20/\$5
\$25 minimum

Fee Structure for Groups 4, 5, & 6

Deposit (as required and will be applied to total if no damage)
Event Monitor (required for all events)
Sanctuary (capacity 70)
Foyer (capacity 40)
Multi-Purpose Room or Volunteer Lounge (capacity 10-15)
Kids' Adventurer Room (see Child Safety Policy) (capacity 25)
Toddler Room or Nursery (see Child Safety Policy)
Custodial

4 Hours or Less/Each Additional Hour
\$200
\$80/\$20
\$400/\$100
\$200/\$50
\$100/\$25
\$60/\$15
\$40/\$10
\$50 minimum

Member Weddings - Additional Costs Included (Please refer to Wedding Policy Booklet)

*Non-Member Weddings are not permitted in our building.

Hostess to attend rehearsal and wedding \$200
Hostess to attend rehearsal, wedding, and reception \$400
Custodian before and after ceremony \$50 minimum
Custodian before and after ceremony and after reception \$200 minimum
Musicians (to be arranged separately with Worship Director) \$20/hour minimum
Audio/Visual Technicians (to be arranged separately with Service Production Director) \$20/hour minimum
Parking allowance (70 cars)

Rooms Requesting: Please check all rooms you'd like to use

- Sanctuary Foyer Multi-Purpose Room Volunteer Lounge Kids' Adventurers Room
 Toddler Room Nursery

Once we receive your form, a member of our team will be in contact about approval, total pricing, and logistics.