



Application for Use
Effective May 25, 2018

Leavitt Funeral Services has created The Family Gathering & Reception Center for families and groups in the community to use in life's most significant moments. To ensure that the use of this facility will have an encouraging and memorable time we ask all families and/or groups to fill out the below Request and adhere to the included guidelines.

Facility Request

Date Requested: _____ Time: _____ to _____

Family/Organization/ Person Requesting Use: _____

Contact Person: _____ Phone #: _____

Address: _____

Purpose of requested use: _____

Number of persons expected: _____

Will food be served in this facility: (check one) _____ Yes _____ No

If Yes, provided by: _____ Applicant _____ Church _____ Caterer

PRICING SCHEDULE: (UP TO 4 HRS.)

FACILITY RENTAL **WITHOUT** STAFF FOR EVENT \$ 295

FACILITY RENTAL **WITH** STAFF OF 2 HOSTESSES \$ 450
(REQUIRED FOR MEMORIAL SERVICE OR FUNERAL GATHERING)

Each Additional hr. \$75/hr. # of Hours Needed: _____

(check all that are needed)

_____ Sound System Included in price

_____ Microphone Included in price

_____ Kitchen Included in price

_____ Projection Screen (*projector not included*) Included in price

Tax \$ _____

TOTAL _____

Special Needs: (Example: Room set up)

General Rules and Regulations

1. Application for use of the facility will be on a first come first serve availability. The facility will be reserved *Monday thru Saturday 10:00 am – 4:00 pm* for families having funerals.
2. Request for use of the facility include access to the kitchen area and appliances.
3. There shall be NO SMOKING in any part of the facility.
4. NO ALCOHOLIC BEVERAGES shall be served in the facility.
5. NO GAMES OF CHANCE (gambling) shall be permitted in the facility.
6. Groups using the facility must meet all Local and State Laws and Regulations.
7. Groups needing to use the sound system or microphones need to ask the host/hostess for access and directions if advance notice of need is not given.
8. ALL FEES ARE TO BE PAID IN ADVANCE (one week when scheduling permits). Make payment to Leavitt Funeral Home.
9. Cancellation must be made 48 hours prior to the schedule use (time permitting). If cancellation is not made, the rental fee will be forfeited.
10. No fixtures or furnishings are to be added or removed without permission.
11. Decorations must be removed at the completion of the use. At no time are nails or staples to be used to install decorations. (DO NOT HANG DECORATIONS FROM THE CEILING TILE; THIS COULD DAMAGE THE TILE).
12. Each group using the premises shall take good care of the furnishings and use the utilities with discretion (return Heat to 68 and Cool to 75).
13. The facility shall be left in tidy condition. Tables and chairs shall be put away and all trash shall be placed in trash bags and placed by the outside door of the kitchen.
14. The family gathering and reception center shall make available a host/hostess to assist each family or group with any questions. Any questions shall be directed to them directly or call 422-6459.
15. If the facility is not left in an acceptable condition you will be notified within 3 days and will be charged the cost to cover any damage and labor incurred to return the facility to normal conditions.

I hereby accept full responsibility for adhering to the rules and regulations for using The Family Gathering and Reception Center, and to assume full responsibility and liability for personal injury, death in case of an accident, loss or damage of personal property, which may occur when these facilities are being used.

Applicant's Signature

Date

Printed Signature

Family Gathering and Reception Center Representative's Signature



LEAVITT FAMILY CENTER

GATHERING & RECEPTION SERVICES

We offer our Family Center- a place where family and friends can gather. You may want to have the food catered, brought in by churches or supplied by your family. Here is a list of items available for your use. We hope you find this a place of comfort and peace.



Amenities List

LEAVITT FAMILY CENTER FACILITY PROVIDES TO ALL GATHERINGS:

(Anniversaries, receptions, meetings or other events)

- Dishes
- Silverware
- Glasses
- Coffee cups
- Serving Utensils
- Table Cloths
- Salt and Pepper
- Ice Maker
- Microwave
- Double commercial refrigerator
- Double commercial warming oven (*cooking stove not available*)
- Commercial dishwasher
- High Chairs (2)
- Table & Chairs (*accommodates 80 people*)
- Projection Screen
- Microphone / Sound System

FOR **FUNERAL RELATED GATHERINGS**

ADDITIONAL AMENITIES PROVIDED:

- Coffee (creamers, sugars)
- Tea
- Napkins
- **Two Hostesses will have the room ready and will receive the food, assist with food service and keep the coffee and ice supplied. The hostesses will do all cleaning; including the dishes, kitchen and dining area.**

IMPORTANT NOTES:

1. Please have food delivered **1 hour** prior to the service.
 2. The people providing the food may wish to have available containers for leftovers
 3. PLEASE MAKE SURE THAT THE PERSON IN CHARGE OF COORDINATING THE FOOD FOR THE FAMILY GATHERING HAS THIS INFORMATION.
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For more information call: Leavitt Funeral Services, (304) 422-6459
Or ask attendant at the front desk at the Leavitt Funeral Home.