Silverdale Lutheran Church – Event Planning Checklist

Event Name: _____

Date: _____ Is This a Reoccurring Event? ☐ Yes ☐ No

Event Start /End: _____ Total Time Set up / Clean _____

Main Contact: _____ Phone: _____ Email: _____

After Hours Contact – Unlock: _____ Lockup: _____ Phone/Email: _____

Spaces Needed

☐ Fellowship Hall (150-200 people)

☐ Gathering Place (150-200 people)

☐ Sanctuary (400, worship/approved events only)

☐ Room 4 (20–25 people)

☐ Classrooms (15–20 per room)

☐ Nursery (12 children, nursery rules apply)

☐ Kitchen

☐ Foyer / Study / Outside Lawn / Fire Pit

Equipment Needed

Tables: Round 5' ___ Round 4' ___ Rect. 4' ___ Rect. 6' ___

Chairs per table: ___

☐ Easels (#___)

☐ Projector ☐ Screen ☐ Wireless Mic ☐ Handheld Mic ☐ Sound System ☐ Livestream

☐ Kitchen: ☐ Ovens ☐ Dishwasher ☐ Dishes/Utensils ☐ Tablecloths (#)

Costs (Non-Members)

Fellowship Hall – $30 half day / $60 full day

Fellowship Hall + Kitchen – $75 / $125 Gathering

Place/Classrooms – $30 / $60 Nursery – $50

Sanctuary (Weddings only) – $250

Security/Damage Deposit (large events) – $150

***Members are not charged for use of the facilities*

Staffing Fees

Setup (tables/chairs): $40–$80

Janitorial/Cleanup: $100–$150

Laundry: $25–$50

Coffee Service: $35–$105

Weddings – Pastor $250, Organist $250+, Sound Tech $125, Livestream $150–250

Key Rules – Quick Overview

- Food service must be in conformance with Kitsap County Health District Regulations
- Respect property: no nails, tape, or damage.
- Return spaces to original setup. (Please see Janitorial List)
- No alcohol (except limited approved ministry events).
- No smoking inside; only in designated outdoor areas.
- No food/drinks in Sanctuary (except communion).
- Pets only if service animals or special approval.
- Kitchen use requires prior permission and health code compliance.
- Clean up trash and place in dumpster.
- Safety is your responsibility – emergencies call 911.

Facility Use Agreement

- ❖ _____ I have read and agree to the Facility Use Guidelines.
- ❖ _____ I am aware of the Honorariums and Fees that are additional to the cost of using the space.
- ❖ _____ I plan to clean up myself after then event and have read the Post Event Janitorial list

Applicant Signature: _____ Date: _____

Office Manager Signature: _____ Date: _____

Please add Anything else you would like us to know: