

FACILITY USE REQUEST BY MEMBER OR REGULAR ATTENDER

Please return completed form to the office to the attention of the Church Treasurer.

Event date(s) and day of week: _____ **Total Guests Expected:** _____

Description of Event : _____

Name: _____

Email Address: _____ **Cell Number:** _____

Address: _____

City, State, Zip Code: _____

ROOM AND EQUIPMENT REQUESTS

Circle all rooms and equipment that you plan to use.

Auditorium:

- Main floor
- Stage extension
- Main stage (may not be available)

Kitchen:

- Cooking & serving
- Serving only
- Will be catered by:

Brief description of menu:

Child Care Rooms:

- 2's & 3's Rooms 102-103

Furnishings/Equipment:

- Speaker's lectern
- Round tables # _____
- Rectangular tables # _____
- Chairs # _____
- Volleyball equipment
- Basketball equipment
- DVD player and TV
- Other:

Café Rooms:

- Room 109
- Room 110
- Room 111
- Room 112

Additional Rooms:

- Room 104 (kitchen hall)
- Room 105 (kitchen hall)
- Room 106 (kitchen hall)
- Room 107 (kitchen hall)
- Rooms 113 (library hall)
- Rooms 114 (library hall)
- Rooms 115-116 (library hall)
- Rooms 117-118 (library hall)
- East Mezzanine
- West Mezzanine
- High School Rooms

Contributions for the use of our facility are encouraged to cover utilities and other costs.

Contribution guidelines are listed below:

- Auditorium - \$50 flat fee (includes the use of the kitchen)
- Social rooms - \$25 flat fee (includes use of the kitchen)
- Child care rooms – included in above
- Sports Equipment - \$25 per volleyball net; \$25 basketball hoops
- Sound technicians - \$25 per hour per person, payable to the technician

My signature below indicates agreement with the following provisions:

1. I will return all rooms used for the event, including the foyer, hallways, restrooms, and kitchen, to the original set-up or as otherwise instructed by the office staff. I will remove materials brought in for the event and place all garbage in trash bags and take it to the dumpster.
2. I will take responsibility to repair or replace any damage to the building or its contents (that falls outside of normal wear and tear) that may occur during our use of the building. In addition, I agree to pay for janitorial services should the building not be left in satisfactory condition.
3. I will not allow on the premises any alcoholic beverages, smoking, or pets or other animals (except service dogs).
4. I will cook only in designated kitchen areas, leave the kitchen clean, and remove all leftover food from the premises.
5. In addition to leaving the rooms reserved for the event in good condition, I will also follow the posted cleaning guidelines for childcare rooms, restrooms, and hallways.
6. I have the option to request janitorial services at a rate of \$45 per event, payable directly to the individual providing the janitorial services within 30 days of the event.

Will you be requesting janitorial services: Yes No

Printed Name: _____

Signature: _____

Today's Date: _____

For office use only:

Decision:	Request Approved	Request denied	Event date added to church calendar
Contacted:	Technical crew	Janitorial staff (if applicable)	
Received:	Contract	Certificate of insurance	Sound/lighting/projection request
Fees Paid:	Janitorial fee paid (if applicable)		Technical crew paid (if applicable)