

NONMEMBER FACILITY & EQUIPMENT USAGE REQUEST FORM

Date(s) Requested: _____

- | | |
|--|------------------------|
| <input type="checkbox"/> One Time | Time of Event _____ |
| <input type="checkbox"/> One Day | |
| <input type="checkbox"/> Multiple Days | Time of Set-up _____ |
| <input type="checkbox"/> Weekly | |
| <input type="checkbox"/> Monthly | Time of Clean-up _____ |
| <input type="checkbox"/> Other: _____ | |

PERSONAL INFO:

Requested by: _____ Phone: _____

Church Reference: _____ Phone: _____

Contact Person: _____ Home# _____

Work # _____ Cell # _____

Email _____

Address: _____

For church staff use only:

- Approved
 Disapproved

Pastor or Elder Signature: _____ Date: _____

BUILDING USAGE POLICY

- Buildings are available to all, to promote and support community.
- Person(s) must contact the office, fill out request form in total at least 3 weeks in advance in order to receive approval.
- It is the person(s) responsibility to clean and restore area(s) to prior condition, not leaving any personal items, etc.*
- All trash must be taken to outside trash receptacle.*
- All dishes must be washed and put away in proper place.*
- A Security Deposit of \$200 must be given, in check form. Check will be held, uncashed until after the function is complete. If everything is in good order, the check will be voided. If all is not in good order or damage has been incurred, the deposit is forfeited. *
- Security Deposit check must be received **at least 3 weeks prior** to event for security & holding.
- Payment for cleaning must be given at the time of Key exchange.
- Set up must be arranged with the *events coordinator* or a *designated representative*; clearly complete description on reverse side of this form. * See Setup on Next Page for costs.
- Church property must be vacated by 10:00PM or deposit will be forfeited. (*unless other arrangements are made with the church staff*)
- Forms must be turned in no less than two (3) weeks prior to event.
- Based on circumstances of event, we reserve the right to raise cleaning fees.

**** If not done, deposit is forfeited***

AREA(S) REQUESTED (cleaning fee per area):

- Worship Center (\$150)
- Garage (\$100)
- Kitchen/ Coffee Bar (\$50)
- Upstairs Classroom (\$25 each): room # _____
- Downstairs Classroom (\$25 each): room # _____
- Projector - \$10.00 per hour

Comments: (Describe how you would like the room and/or rooms set up for your event or any special requests you may have)

EQUIPMENT REQUESTED (for church property use only):

- Round Tables (12 available) # _____
- 8' Tables (4 available) # _____ *(Non-folding Tables are NOT to be moved)*
- Chairs (200 available) # _____
- Comments:

AUDIO REQUEST (what you are bringing and type of input needed):

- | | |
|---|--|
| <input type="checkbox"/> Bass <ul style="list-style-type: none"><input type="radio"/> Line<input type="radio"/> Mic | <input type="checkbox"/> Guitar <ul style="list-style-type: none"><input type="radio"/> Line<input type="radio"/> Mic |
| <input type="checkbox"/> Electric Guitar <ul style="list-style-type: none"><input type="radio"/> Line<input type="radio"/> Mic | <input type="checkbox"/> Keys <ul style="list-style-type: none"><input type="radio"/> Line<input type="radio"/> Mic |
| <input type="checkbox"/> Drums (Mic # _____) | <input type="checkbox"/> Mics # _____ |
| <input type="checkbox"/> CD/ MP3 | <input type="checkbox"/> Video/ Presentation |
| <input type="checkbox"/> Other: | |

(*Operator Cost: \$25/ hour for first four (4) hours, \$20/ hour every additional hour) **

SET UP:

**If the Sound Operator is not required, a Special Events Coordinator or a designated representative will host the entire event for \$10.00 per hour.