

REQUEST FOR USE OF CHURCH FACILITIES

(Please sign and return both copies to the church office at least thirty days prior to the date(s) requested.)

Name of Organization: _____

Date(s) Requested: _____ Time: From _____ To _____

Room Requested: _____ Number Expected to Attend: _____

State general purpose of meeting and brief description of program (use separate page if needed):

Equipment Desired: # Chairs____ # Tables____ Dishes/Utensils____ Kitchen Facilities_____

Portable Blackboard____ Newsprint____ AV Equipment_____ Other _____

POLICIES, RULES & REGULATIONS FOR USE OF CHURCH FACILITIES

1. The undersigned adult members of the group agree to assume personal responsibility for the proper care and use of the facilities requested and the conduct of those attending.
2. At least one of the undersigned will be present at all times.
3. It is understood that this request is subject to approval, and no notice or publication of the event will be made until an approved copy of this application has been returned to one of the undersigned.
4. The church reserves the right to request of any group requesting use of the facility a signed hold harmless agreement and/or a certificate of insurance as evidence of current liability coverage. Your group is required to provide: _____
5. If the room or any of the equipment requested is needed for early set-up or preparation, that time has been requested above.
6. Please, **NO SMOKING** in any interior areas.
7. No alcohol is permitted on church property.
8. All groups using our building are responsible for seeing that those areas of the building used are clean when they leave. Papers and other trash are to be put in the proper receptacles. Chairs are to be returned to their proper places.
FACILITIES ARE TO BE LEFT IN THE SAME CONDITION IN WHICH THEY WERE FOUND!
9. Turn on **EXHAUST FAN** when using oven or burners in main kitchen.
10. For **SECURITY** purposes, please check the following before leaving the building:
 - All doors and windows locked and secured.
 - Thermostat turned down.
 - All lights and fans turned off.
 - Dishes, glasses, utensils, etc. used by the group have been cleaned and put away.
 - All food removed, unless prior arrangements have been made.
11. Any physical damage caused by accident shall be reported to the church office within one business day, and shall be the financial responsibility of the group. However, the church shall order and supervise the replacement and/or repair.

12. All youth activities shall be adequately supervised by adults at all times. We require a minimum of two (2) adults at least four years older than the oldest youth in the group, with one adult per every six children or youth.
13. Area of use is limited to that for which permission is granted.
14. Continued and future use of these facilities is dependent on the care taken by users.

We accept FULL RESPONSIBILITY and will abide by the above stated Policies.

NAME

ADDRESS

PHONE #

1. _____

2. _____

Use of the church facilities as requested above is hereby granted, subject to the attached conditions.

Signed _____

Date _____

Title _____