



# Church Building Request

**Instructions:**

- Please complete this form and return it to the church office. (For future reference, 30 days in advance is preferred so that schedules can be confirmed at least one month in advance.)
- Your reservation request is not final until you receive an approved copy of this form from the church office. Please do not advertise your event until you have received confirmation. Please allow up to 12 days for your request to be processed.

Be specific in what your needs are in regards to room, equipment, etc. Also be specific in times needed for preparation, event, and clean-up.

**Event/Ministry Requesting Facility:** \_\_\_\_\_

\_\_\_\_\_

**Requester's email/phone number:** \_\_\_\_\_

\_\_\_\_\_

**Date(s) Facility is Needed:** \_\_\_\_\_

\_\_\_\_\_

**Planned Function:** (Example: Care Group, Ministry Meeting, Ladies Gathering, etc.) \_\_\_\_\_

\_\_\_\_\_

**Person Responsible:** (This person must be present for the duration of the event) \_\_\_\_\_

\_\_\_\_\_

**Will a staff member be present?** \_\_\_\_\_ **If so, whom?** \_\_\_\_\_

**Rooms Requested:** (Please be specific) \_\_\_\_\_

\_\_\_\_\_

**Number Expected to Attend:** \_\_\_\_\_

**Equipment Needed:** (Please be specific) \_\_\_\_\_

\_\_\_\_\_

**Time Needed For Event:**

Preparation Time: \_\_\_\_\_ to \_\_\_\_\_

Event Time: \_\_\_\_\_ to \_\_\_\_\_

Clean-up Time: \_\_\_\_\_ to \_\_\_\_\_

## Family Life Fellowship Church

### *Facilities Usage Policy*

Effective May 23, 2006

#### I. GENERAL POLICIES

- A. Any events scheduled must not conflict with the regularly scheduled Family Life Fellowship activities.
- B. All activities must be scheduled to have a staff member or staff designee present. (A staff designee must be someone who has authorization to lock and unlock the facilities, check lights, check bathrooms, etc.)
- C. Priorities for use of space and facilities are in this order: 1) Regularly scheduled services and meetings of the congregation; 2) Family Life Fellowship sponsored ministries
- D. For-profit activities will **not** be accommodated.

#### II. USER REQUIREMENTS

- A. Reservations must be made by contacting the Church Secretary.
- B. Reservations will not be complete until the "Church Building Request" has been approved and returned to the person requesting use of the facility. Fees, if applicable, shall be paid at this time.
- C. The users must restrain members of its group from using and going to other parts of the facility that have not been scheduled for use.
- D. Outside groups using the facility must supply all materials for their gatherings. Office machines, office supplies, and consumable kitchen supplies are **not** available for their use.
- E. Children and youth may not use the building and grounds unless they have adult supervision. If space is required for their attended care, this space must be reserved when the main space is reserved. Any group bringing children must provide adequate child-care for their safety. We are not responsible for unattended children.
- F. The reserved areas will be arranged with tables and chairs by the person who reserves the space. We will not be responsible for setting up or breaking down of tables, unless special accommodations have been made in advance. It is the sole responsibility of the person who reserves the space to leave it better than it looked when they walked in to set it up for their activity.
- G. Nothing may be affixed to walls or furniture in **any** areas!
- H. The following is prohibited on all church property: smoking, smokeless tobacco, alcoholic beverages, dancing, red liquids, roller blades, scooters, skateboards, ATV's, snowmobiles, and pets/animals (except those being used in a church program and those considered "service pets").
  - I. If you break something, you will be responsible for the cost of repair or replacement. If you discover something in need of attention or repair, please notify the church office.
- J. Please contact Randy at 263.2951 for usage of tables; the tables are not to be taken without his permission.
- K. All activities must be scheduled to be cleaned up at least 1 hour prior to the set up of the next scheduled event.

#### III. ACTIVITIES PERMITTED

- A. Church functions
- B. Ministry affiliated events

#### IV. MISCELLANEOUS RULES AND EXPECTED CONDUCT

- A. Any activity that could be construed as gambling is prohibited in or on church property.

- B. All rooms can be left in the order in which they were found, but it is expected that they will be left in better order than they were found.
- C. Each group using the facilities is responsible for providing its own supplies and materials, and tables.
- D. Access or use of areas of the facility not included in the "Church Building Request" is prohibited.
- E. The use of our sound equipment/audio visual equipment is strictly prohibited, unless you have previous arrangements with a Pastor, and have someone on staff or a staff designee there to help run and manage the equipment.

Materials displayed and activities conducted during the building use must be in keeping with high Christian ideals and are subject to review and approval by the Elders. Authorization for use of the facilities may be terminated immediately by the Eldership and/or designee if materials and/or activities are deemed inappropriate.

Please make a selection below and sign and date for our records

- Yes, I have read and I understand the church policy for facility use.**
- No, I do not agree to these policies or have questions regarding the use of the facility.**

\_\_\_\_\_  
**Sign**

\_\_\_\_\_  
**Date**

-----  
**Approved by:**

\_\_\_\_\_  
**Sign**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Sign**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
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**Sign**

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**Date**