

Request For Use Of Church Property

Name: _____ Member: Yes _____ No _____

Address (If not a Member): _____

Phone Number: _____ Email: _____

Date Requesting Property Use: _____

Time: From _____ To _____

Requesting Use Of (+fees):

- Sanctuary \$ _____
- Fellowship Hall \$ _____
- Woods/Pavillion \$ _____
- Kitchen \$ _____
- Classroom \$ _____
- Restrooms
- Other (please specify:) _____
- Other (please specify:) _____
- Other (please specify:) _____

Total: \$ _____ Due By: _____

State Purpose: _____

Received By (print name): _____ Date: _____

I have received & read a copy of my responsibilities (sign): _____

Approved By: _____ Pastor/Secretary Date: _____

_____ Property Team Chair Date: _____

Rental Responsibilities

Persons Wishing To Use Church Properties For Special Functions Shall:

1. Obtain permission from the Office/Property Team. Supply time, dates, and rooms to be used. Use will be restricted to the areas and times granted.
2. Inform Property Team as to whether you have liability insurance, or, if requested, be willing to provide proof of liability insurance coverage.
3. Have calendar cleared from the Church Office. A church function takes priority over other use. The church will provide a one-week notice except for an emergency, such as a funeral.
4. Furnish own kitchen help and supplies (if applicable). Individuals must have orientation to kitchen prior to use of equipment.
5. Place all litter in trash bags, tie, and place in outside trashcan.
6. Leave areas of use in the same condition you found it. Return items/equipment to location found.
7. Pay for any damages to Church Property (Cost will be determined by the Property Team).
8. Be responsible for the behavior of your guests – **NO Smoking, alcoholic beverages, or inappropriate music/dancing is allowed.** Failure to adhere results in loss of deposit and confiscation of offensive materials.
9. No equipment (tables, chairs, etc.) shall be removed from the Church without the permission of the Property Team.
10. The use of candles is restricted to the platform area of the Sanctuary. All candles must be enclosed in glass chimneys, or carpet must be covered by plastic sheeting or similar product to protect carpet from candle wax. Cost to have wax removed from carpet will be at the expense of person requesting use of facilities.
11. Office and office equipment will not be available for use.
12. Park in parking lot provided, not along driveway or sidewalk.
13. If there is a need for snow removal for your event, there may be a cost involved. (Notice needs to be given before 4pm for evening clearing.)

NOTE: Failure to adhere to any of the above may cause loss of payment and use of property for your group/event in the future.