

**FACILITY REQUEST FORM and FEE/POLICY AGREEMENT**

**Please complete and return Page 1 and 2 of this form in hard copy to the church office in Brittany Stilwell's mailbox or via email [brittany@celebrationlive.net](mailto:brittany@celebrationlive.net) and/or Meritt Petrone's mailbox or via email at [meritt@celebrationlive.net](mailto:meritt@celebrationlive.net) as far advanced to your event date as possible. The staff will review this form and get back to you **within 7 days** as to whether or not your event has been approved. **PLEASE NOTE: No event requested with less than seven day notice will be approved.** Please be sure to read the policies pages at the end prior to filing out this form. Thank you!**

1. Name: \_\_\_\_\_ Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

2. Your Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

3. Date(s) Requested for Event: \_\_\_\_\_

If recurring: Start date: \_\_\_\_\_ End date: \_\_\_\_\_

4. Time of event: Start: \_\_\_\_\_ AM PM End: \_\_\_\_\_ AM PM

Will you need to come early to decorate/set up? \_\_\_\_ If yes, what time? \_\_\_\_\_

5. Description of event: Please describe what will take place at your event, what activities will take place/extra equipment you will be bringing, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Please list each of the room(s) you are requesting, including which set of restrooms:

\_\_\_\_\_

6. Please indicate your membership status:

\_\_\_\_ member \_\_\_\_ regular attender \_\_\_\_ non-attender/non-member

7. Attendance:

Number of the maximum number of people you are expecting at your event: \_\_\_\_\_

8. Cafe Kitchen Equipment Use

**FEE: \$35 non-refundable fee for all non-church related events for using the church cafe supplies.**

\_\_\_\_ Please check if you are requesting the use of church coffee maker and coffee supplies.

9. Dining Hall Kitchen Equipment Use

\_\_\_\_ Refrigerator/Freezer \_\_\_\_ Stove \_\_\_\_ Oven

\_\_\_\_ Kitchen Utensils, pots, pans \_\_\_\_ Other, please list: \_\_\_\_\_



**FEE and FEE ESTIMATOR PAGE**

1. **Fees.** Please check the fees that will apply to you. The event coordinator will notify you of any additional or waived fees upon approval of your event. This is so that you have an estimate for your personal knowledge.

**Description of fees:**

**Facility use fee:** this non-refundable fee is to help cover the cost of utilities and restroom supplies.

**Cafe Fee:** this non-refundable fee is to cover the cost of coffee and supplies and is optional. This will only be charged if you use church coffee equipment and/or coffee.

**Media Tech and Media Equipment Fee:** this is a non-refundable fee is to cover the cost of hiring a sound tech for your event and to help with the cost of equipment and equipment maintenance. This fee is automatically assessed if you plan to use any of the sound/light/technology equipment in the sanctuary.

**Cleaning Deposit Fee:** For every event (member and non-member) there is a refundable cleaning fee. This fee will be refunded to you following your event if you choose to clean up after your event on your own and have completed the cleaning checklists in a satisfactory manner. If you choose to have the church cleaning staff clean up after your event this fee is not refunded.

**FEE ESTIMATOR**

**For a non-member, non-church related event:**

\_\_\_\_\_ \$50 Non-refundable facility use fee

\_\_\_\_\_ \$35 Non-refundable Use of coffee maker and supplies.

\_\_\_\_\_ \$100 Non-refundable fee for Media Tech and Media Equipment fee

\_\_\_\_\_ \$50 Refundable cleaning fee if you choose the clean on your own option.

Please see description above.

If you choose to have the church cleaning staff clean up after your event this fee is automatically made non-refundable.

\_\_\_\_\_ ESTIMATED TOTAL

**FEE ESTIMATOR CONTINUED****For a member, non-church related event:**

- \_\_\_\_\_ \$25 Non-refundable facility use fee
- \_\_\_\_\_ \$35 Non-refundable Use of coffee maker and supplies.
- \_\_\_\_\_ \$100 Non-refundable fee for Media Tech and Media Equipment fee
- \_\_\_\_\_ \$25 Refundable cleaning fee if you choose the clean on your own option.
- Please see description above.
- If you choose to have the church cleaning staff clean up after your event this fee is automatically made non-refundable.
- \_\_\_\_\_ TOTAL

**For a member, church related event:**

- \_\_\_\_\_ All fees are waived.

**ATTENDANCE**

Attendance numbers must not exceed the maximum fire regulation occupancy for the rooms you are requesting. If it does then the church reserves the right to move your event to rooms that are more suitable.

**PAPER PRODUCTS and SUPPLIES**

For all non-church related events you must provide your own paper products: plates, cups, utensils, napkins, etc. For all church related events these items will be provided. Restroom and cleaning supplies will be provided for all events.

**ADVERTISING**

Hanging signs at the doors and in the parking lot is permitted. Please make sure that you adhere your signs with a tape that will not damage the paint. Sending personal invitations in the mail to your event is permitted. However, there is to be no public advertisement of your event without the permission of the staff.

### **DRUG/ALCOHOL/SMOKING POLICY**

There is no alcohol or drug use on campus - this is non-negotiable. Smokers may smoke in the grass across the parking lot away from all buildings. There is to be no smoking inside, or near, any buildings on campus, this includes vaping.

### **SET UP AND CLEAN UP**

**SET UP:** The church is responsible for making sure that the rooms you are requesting are clean and ready for use prior to your event. The person holding the event is responsible for setting up. For example: The church is not responsible for putting chairs and tables, etc. where you need them. Please make sure to arrive early in order to set things up and/or decorate the rooms the way that you want them. Anything you move will need to be put back the way you found it. Taking pictures prior to moving chairs and other furniture is helpful. Please see the following page for clean up options.

### **CLEAN UP OPTIONS**

#### **OPTION 1**

\_\_\_ 1. You can clean up on your own. Cleaning supplies will be provided and a cleaning checklist for each area that you use. A point person(s) who will be responsible for signing the checklists indicating that everything has been completed must be designated (please put their name and contact information below). If everything is completed satisfactorily you will receive your cleaning deposit back. If the cleaning is unsatisfactory or there are damages to property, the church reserves the right to keep the cleaning deposit.

#### **OPTION 2**

\_\_\_ 2. The church cleaning staff will clean up after your event at your cost. The church will keep your cleaning deposit in full.