

FACILITY REQUEST FORM and FEE/POLICY AGREEMENT

Please return this completed form in hard copy to the church office in Brittany Stilwell’s mailbox or via email to brittany.stilwell@gmail.com, 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.

1. **Name:** _____ **Today’s Date** ____/____/____
(name of person requesting event)

2. **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. **Please list the room(s) you are requesting:**

6. **Please indicate your membership status:**
____ member ____ regular attender ____ non-attender/non-member

7. FEES:

Facility Use Fee: There is a non-refundable \$50 fee for all non-member events. This fee is to help cover the cost of utilities and restroom supplies.

Cleaning Deposit Fee: For every event (member and non-member) there is a refundable \$100 dollar 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. Please see page 3 for details.

7. FEES:

Media Tech and Media Equipment Fee: \$100 flat fee. Please see following page for information.

Cafe Fee: \$35 flat fee for use of the cafe kitchen, Walmart brand coffee, and coffee supplies.

Please write separate checks for the above fees and indicate in the memo which should all be made payable to Celebration Church.

8. Attendance:

Number of people at maximum you are expecting at your event: _____

NOTE: Attendance numbers must not exceed the maximum fire regulation occupancy for the rooms you are requesting.

9. Please check the following Church kitchen/cafe equipment you intend to use:

Cafe Kitchen Equipment

FEE: If you plan to use the cafe kitchen at all there is an additional \$35 non-refundable fee associated with using the church cafe

Church Event Coffee: NOTE- for events the church will provide Walmart Brand Coffee. If you do not want Walmart Columbian and Decaf you will need to provide your own coffee. The fee will still apply to cover cost of coffee supplies.

- Coffee cups Powdered Creamer Walmart Coffee
- Coffee Maker Coffee Dispensers Sugar/sweeteners

Dining Hall Kitchen Equipment

- Refrigerator/Freezer Stove Oven
- Kitchen Utensils, pots, pans
- Other: please list: _____

* paper products - cups, plates, utensils, etc are the responsibility of the event holder

10. Please indicate what Audio/Visual/Sound/Lighting equipment you will need:

*note if you need stage lights/Worship Center sound equipment/mics you will need a Church appointed Media Tech.

FEE: There is a \$100 non-refundable fee for using this equipment and to secure a media tech.

Stage lights DVD/TV Microphones
 Sound in Worship Center Projector

POLICIES

11. Event advertising policy: hanging signs on 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.

12. Drug/Alcohol/Smoking policy: There is no alcohol or drug use on campus. Smokers may smoke in the grass across the parking lot away from the buildings. There is no smoking inside, or near, any building 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.

Please list the people designated to clean up after your event below:

Name: _____ Contact Info: _____

Name: _____ Contact Info: _____

Name: _____ Contact Info: _____

Name: _____ Contact Info: _____

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.

I have read, and understood, all of the above policies and fees and am signing to indicate my agreement.

Event Requestee Date

Special Events Coordinator/Church Staff Date

OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE

EVENT APPROVAL:

Form received on _____ by _____

Approved by staff on _____ Not Approved on _____

Requestee was notified of approval on _____

by _____

FEES:

Facility Use Fee amt. \$50 (non-member) n/a (member) _____
paid on _____

Cleaning Deposit amt. \$100 refundable if cleaned satisfactorily
paid on _____ refunded on _____

Media Tech Charge amt. \$100 non-refundable
paid on _____

Cafe Fee amt. \$35 (non-member and member)
paid on _____