

CHURCH EVENT

FACILITY UTILIZATION REQUEST

Today's date \_\_\_\_\_ Date needed \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Type of function \_\_\_\_\_

Number of people expected \_\_\_\_\_

Check areas requested:

- \_\_\_\_ Sanctuary
- \_\_\_\_ Fellowship Hall
- \_\_\_\_ Foyer areas (foyer & coffee area)
- \_\_\_\_ Kitchen—Must fill out Kitchen Utilization Form
- \_\_\_\_ Nursery
- \_\_\_\_ Classrooms
- \_\_\_\_ Library
- \_\_\_\_ Outside areas (specify)
- \_\_\_\_ Baby grand piano

- Please confine your use to only those areas checked as someone may have reserved other areas of the church.
- Will you need tables? \_\_\_\_\_ How many? \_\_\_\_\_ Round \_\_\_\_\_ Rectangular (Please include a diagram on back of this sheet)
- Audio/Visual person needed? Yes \_\_\_ No \_\_\_ If yes, please fill out the A/V Services Request Form (\$15/hour)
- Equipment and materials needed: (Specify number of chairs (put diagram on back), tv, DVD, screen, podium, white board, easel, etc.)

Is a key needed? Yes \_\_\_ No \_\_\_

Is a bulletin announcement needed? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you willing to set up and take down tables and chairs? \_\_\_\_\_

GUIDELINES

- The **requester** is responsible to see that there is no food or drink in the building without permission from the Business Administrator. We request that you refrain from using any red liquids (punch, juice, etc) or red jell-o.
- No peanuts or peanut products are allowed in the building due to severe peanut allergies.
- The **requester** recognizes his/her obligation to prohibit the use of tobacco, alcoholic beverages, drugs (or any controlled or illegal substances), or social dancing anywhere on the premises.
- No materials should be affixed to wall, ceiling, doors, or windows.
- There must be adults present with children and youth at all times.
- The **requester** is responsible for restoring the area to its original configuration, including any cleanup beyond normal custodial work.
- The **requester** is responsible to reimburse the church for damages or lost items.
- The **requester** is responsible to make sure all lights are turned off, and return the key.

I have read the above guidelines for facility use and understand that FEFC is not responsible for any injuries while we are on the premises for this function.

\_\_\_\_\_  
**REQUESTER SIGNATURE**

Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

Approved \_\_\_\_\_  
(Business Administrator)

**NON-CHURCH EVENT**

**FACILITY UTILIZATION REQUEST**

Today's date \_\_\_\_\_ Date needed \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Type of function \_\_\_\_\_

Number of people expected \_\_\_\_\_

Check areas requested:

- \_\_\_ Sanctuary (\$100.00 per day)
- \_\_\_ Fellowship Hall (\$75.00 per day)
- \_\_\_ Foyer areas (foyer & coffee area) (\$75.00 per day)
- \_\_\_ Kitchen (\$25.00 per day) Must fill out Kitchen Utilization Form
- \_\_\_ Table cloths (\$6.00 each)
- \_\_\_ Nursery (\$25.00 per day)
- \_\_\_ Classrooms (\$15.00 per room, per day)
- \_\_\_ Library (\$25.00 per day)
- \_\_\_ Outside areas (specify)

- Please confine your use to only those areas checked as someone may have reserved other areas of the church.
- Will you need tables? \_\_\_\_\_ How many? \_\_\_\_\_ Round \_\_\_\_\_ Rectangular (Please include a diagram on back of this sheet)
- Audio/Visual person needed? Yes \_\_\_ No \_\_\_ If yes, please fill out the A/V Services Request Form (\$15/hour)
- Equipment and materials needed: (Specify number of chairs (put diagram on back), tv, DVD, screen, podium, white board, easel, etc.)
- Snow Removal: November 15 – April 1, a \$200.00 deposit is required as snow removal may be necessary.
- Is a key needed? Yes \_\_\_ No \_\_\_

Are you willing to set up and take down tables and chairs? \_\_\_\_\_

No paper products will be supplied by the Church.

**All fees are payable in advance.**

**GUIDELINES**

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- No peanuts or peanut products are allowed in the building due to severe peanut allergies.
- The **requester** recognizes his/her obligation to prohibit the use of tobacco, alcoholic beverages, drugs (or any controlled or illegal substances), or social dancing anywhere on the premises.
- No materials should be affixed to wall, ceiling, doors, or windows.
- There must be adults present with children and youth at all times.
- The **requester** is responsible for restoring the area to its original configuration, including any cleanup beyond normal custodial work.
- The **requester** is responsible to reimburse the church for damages or lost items.
- The **requester** is responsible to make sure all lights are turned off, and return the key.

I have read the above guidelines for facility use and understand that FEFC is not responsible for any injuries while we are on the premises for this function.

\_\_\_\_\_  
REQUESTER SIGNATURE Phone \_\_\_\_\_  
E-MAIL \_\_\_\_\_

Approved \_\_\_\_\_  
(Business Administrator)

Check# \_\_\_\_\_ Amount paid \_\_\_\_\_ Date Received \_\_\_\_\_