



Facility and Equipment Request Form

Information

1. Name of person or organization requesting use of facilities: _____

Please state whether you are a:

☐ Church Member ☐ Regular Church Attendee, but Non-Member ☐ Non-Attendee and Non-Member

2. Contact Information:

Name: _____

Email: _____

Phone: _____

Address: _____

Website: _____

3. If the requested use is by an organization not affiliated with the church, please briefly state the organization's purpose and mission:

4. Event Schedule: Date: _____ Time In: _____ Time Out: _____

Actual Event Time: _____ ☐ Recurring Event - frequency: _____

Event Description: _____

5. Room(s) Requested: _____ ☐ AV Equipment (Require a Two-Week Notice)

Room Set Up & Other Needs:

Consent

I affirm that I understand that the church does not allow its facilities to be used in a way that contradicts its Statement of Faith or by persons or groups holding beliefs that contradict it.*

To the best of my knowledge, the purpose for which I am requesting the use of church facilities will not contradict the church's Statement of Faith, and I will promptly disclose any potential conflict of which I am aware or become aware to church staff.

I will disclose any beliefs that are professed by me or the organization I represent and which are requesting the use of the church's facilities that contradict the church's Statement of Faith.

I understand that the church does not allow its facilities to be generally available to the public and that my use of these facilities is subject to approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.

I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.

Name: _____ Date: _____

* A copy of our Statement of Faith is available on request

Rules and Guidelines

To make your event and others enjoyable and non-chaotic, please adhere to the following guidelines:

1. All persons attending programs are expected to be respectful of the property, maintain reasonable noise levels, and respect others in adjoining spaces.
2. Activities and programs are limited to the space that is assigned.
3. Dining or the serving of food is limited to pre-approved designated areas.
4. The user is expected to leave the building reasonably clean and in the same condition as it was prior to the event and must remove all items associated with the program immediately following the event.
5. The user will be held responsible for any damages done to church property or equipment. Please immediately report any damage to church property, equipment, or furnishings to the Facilities Supervisor or one of the custodial staff.
6. The user assumes liability for injuries to persons attending the event and for damages or loss of the user's property.
7. There should be no pets in the building except for service animals.
8. When children are in attendance, they must be under the control of their parents or adults at all times and not permitted to roam freely on church property. All children or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times.
9. The following items are not allowed in the church or on the grounds of the church:
Weapons, Alcoholic beverages, Tobacco products, Fireworks, Controlled substances/drugs, and anything that would distract from a Christian atmosphere.
10. Ministry furniture and equipment are not to be removed from the church property without the consent of the Facilities Supervisor or member of the church staff. The requesting individual/group assumes full responsibility for the costs of damage, repair, or replacement.
11. OIC reserves the right to restrict or refuse the rights and privileges of anyone or any group who willfully violates any of the guidelines or regulations laid out in this policy.

Check-Out Instructions

After using the church facilities, please follow these check-out instructions to ensure the space is left in proper condition:

1. **Clean-Up:** Ensure all areas used are clean and tidy. This includes wiping down tables and counters, and disposing of any trash in the appropriate bins. Pick up any items on the floor.
2. **Furniture Arrangement:** Return all furniture (tables, chairs, etc.) to their original positions as found before the event.
3. **Kitchen and Dining Areas:** Clean any kitchen areas used, including washing and storing all dishes, and wiping down all surfaces. Make sure no food is left behind.
4. **Personal Items:** Remove all personal items and any event-related materials from the premises.
5. **Lights and Equipment:** Turn off all lights and electronic equipment. Ensure that AV equipment is properly shut down and stored if it was used.
6. **Doors and Windows:** Check that all doors and windows are securely closed and locked.
7. **Thermostats:** Set thermostats to 78 degrees on Cool during summer and 60 degrees on Heat during winter.
8. **Damage Reporting:** Report any damage or maintenance issues to the Facilities Supervisor immediately.
9. **Lost and Found:** Collect any lost and found items and place them in the designated area.
10. **Fees and Donations:**
 - a. For non-members, a fee of \$50 per hour is charged to cover maintenance and operational costs.
 - b. Additionally, there is a one-time fee of \$75 for AV equipment if it is requested.
 - c. While members may use our facilities without charge, we encourage a suggested donation of \$50 per hour to help cover maintenance and operational costs.