

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 Meritt Petrone’s mailbox or via email at 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: _____

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

*note if you need stage lights/Worship Center, CKIds, or Student Center sound equipment/mics you must have a Church appointed Media Tech.

FEE: There is a \$20 per hour charge to secure Media Tech services.

___ Stage lights ___ DVD/TV ___ Microphones
___ Sound in Worship Center ___ Projector

11. Please check which Clean up Option you are choosing, see policy page for description:

___ 1. Clean up on your own.

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

Name: _____ Contact Info: _____
Name: _____ Contact Info: _____
Name: _____ Contact Info: _____
Name: _____ Contact Info: _____

___ 2. The church cleaning staff will clean up after your event at your cost. The church will keep your cleaning deposit in full. (see policy pages)

12. Fees: The total fee for your event will be assessed by the church. You will receive notification of your total fee due upon approval of your event. The fee will be due at the time. You may use the Fee policy page to estimate your total fee due.

I have read, and understood, all of the attached policies and fee descriptions and am signing to indicate my agreement.

Event Requestee Date

Special Events Coordinator/Church Staff Date

*****OFFICE USE ONLY*****

EVENT APPROVED: yes _____ no _____ DATE: _____

FEE TOTAL ASSESSED: refundable total \$ _____ non-refundable total \$ _____

Event Requester notified of approval/disapproval on: _____

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 for the areas you are requesting.

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 non-church related event, 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, have completed the cleaning checklists in a satisfactory manner, and there are no damages to church property, this fee is not refunded.

FEE ESTIMATOR

To get a estimate of how much your fee will be please use the lists below.

SECTION ONE: FACILITY USE FEES AND CLEANING DEPOSIT FEES

Conference Rooms and Breezeway Restrooms

_____ \$25 Non-refundable facility use fee

_____ \$25 Refundable cleaning fee

Kids Building with Kids Restrooms

_____ \$75 Non-refundable facility use fee

_____ \$75 Refundable cleaning fee

Main Building WITH Sanctuary chairs and/or stage disruption

_____ \$200 Non-refundable facility use fee

_____ \$200 Refundable cleaning fee

Main Building with NO sanctuary chairs or stage disruption

_____ \$100 Non-refundable facility use fee

_____ \$100 Refundable cleaning fee

Cafe area with no sanctuary use and cafe restrooms

_____ \$75 Non-refundable facility use fee

_____ \$75 Refundable cleaning fee

FACILITY USE FEES AND CLEANING DEPOSIT FEES continued

Dining hall and back kitchen

_____ \$75 Non-refundable facility use fee

_____ \$75 Refundable cleaning fee

Please note: If the staff cleans after your event, there are any damages to property, or your cleaning checklist is not completed you cleaning fee will not be returned

SECTION TWO: OTHER ASSOCIATED FEES

_____ \$20 per hour Media Tech fee

_____ \$35 Non refundable use of coffee maker and supplies

SECTION THREE: SATURDAY FEE

If you are having a non-church event on a Saturday there is a fee to compensate staff for their time.

_____ starting at \$40 - will increase depending on area used and how long staff is required to be on campus

SECTION FOUR: 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(s) and contact information on your event form) ¹

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.

FOR ESTIMATED TOTAL PLEASE ADD THE AMOUNTS FROM SECTIONS 1-4

MY ESTIMATED TOTAL _____

FOR CHURCH RELATED EVENTS ALL FEES ARE WAIVED.

Church members will be left a cleaning checklist to complete after their event.

EVENT POLICIES

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. If you choose the “clean up on your own” option the church will provide all cleaning supplies and give you a cleaning checklist to be completed.

