

**CALVARY BIBLE CHURCH
FACILITIES USE REQUEST – NON-WEDDING**

DATE(s) of EVENT _____ **TIME: Start** _____ **End** _____

Name of Requestor _____ Email _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Name of Group/Organization _____ Expected Attendance _____

Reason for use _____

AREA(s) REQUESTED:

Sanctuary _____ Foyer _____ Music Room _____ Adult Room 1 & 2 _____ Adult Room 3 _____ Youth Room _____

Kitchen _____ Early Childhood _____ Elementary _____ Children's Rooms _____ Other (Specify) _____

CATERER:

Name _____ Email _____ Phone# _____ Arrival Time _____

SET UP NEEDED: YES _____ NO _____ (Use the back of this page to draw diagram for the set up).

EQUIPMENT/FURNITURE:

Chairs _____ Tables _____
(enter number required)

TECHNOLOGY:

Video _____ Sound _____ Microphones _____ (how many?)

DVD _____ Power Point (using laptop?) _____ Is event to be recorded? _____ Other (Specify) _____

Rehearsal? _____ When? _____ Accompaniment track? _____ Using instruments? _____ Which? _____

DECORATING:

Person in charge _____ Phone _____ Date _____ Time _____
(Do not use any kind of tape on the walls)

POLICY NOTES: (Church phone: 815-932-8733)

- Decorating and set up activities should not interfere with other scheduled events. Check with the church office first.
- Custodial & technician fees (the greater of \$30 or \$10/hr.) are payable 2 weeks prior to the event/activity. (Please make check out to Calvary Bible Church)

I have read and agree to comply with the facilities use policy of Calvary Bible Church:
(Submit this signed form to the office one month before event)

Signature: _____ Date: _____

FACILITY USAGE POLICIES FOR PERSONAL EVENTS

As a way of accommodating the needs of our membership, the Deacon Board has put together the following policies regarding the use of our church facilities for personal, non-church-sponsored events. These policies are intended to preserve our grounds and facilities so that we may continue providing these types of opportunities to our members. Please, sign and make a copy of this form. Give the original to Janice Leszczynski, the administrative assistant, and keep the copy for yourself.

GENERAL USUAGE GUIDELINES

Use of the facilities for personal/private events may be allowed at the discretion of the Deacons and under the following general guidelines:

1. No conflicts with other events.
2. Member in good standing and with regular attendance.
3. Event should be a truly special, non-recurring event (such as a baby shower, 50th wedding anniversary, high school or college graduation, etc.). Not a regular, annual type of event.
4. Willing to pay custodial fee for preparation and cleanup.
5. Willing to pay damage fees if necessary to repair/replace damaged property.
6. Any other guidelines seen as appropriate by the Deacon Board.

CUSTODIAL SERVICES

The current fee is: the greater of \$30.00 or \$10/hr. It is very important that you complete and submit the Facilities Use Request Form included in this packet to let us know your needs for the event. Please submit custodial fee (check made out to Calvary Bible Church) and completed Custodial Request Form to the church at least two weeks prior to event.

APPROVAL

Using church property is a privilege that may be discontinued at any time at the discretion of the Board of Deacons. Also, the Board of Deacons may deny anyone the use of the church properties and facilities based upon not meeting the criteria above or based upon any other unforeseen factors it deems as appropriate.

COMPLIANCE

I understand and agree to the statements and requests above. It is my duty to communicate any and all needs to the appropriate parties.

Signature

Date

Rev. 6/06