Building use Request

- ❍ Member/Regular Attendee, Church Ministry
- ❍ Member/Regular Attendee, Non-ministry Event
- ❍ Outside Not-for-Profit

Today's Date: _____

Name/Ministry: _____ Contact Phone Number: _____

Event Description:_____ # of people: ____

Date(s) Facility Requested: _____ Day(s) of the week: _____

Room Use Start/End _____Event Start/End _____

General Adult Meetings Rooms (#'s are approx.):

- ❍ Multi-Purpose Room #133 (40)
- ❍ Multi-Purpose Room #134 (40)
- ❍ Worship Center/Foyer (100+)
- ❍ Café (60)
  (not for regularly scheduled meetings)
- ❍ Community Center Room #108 (150+)
  (Designated Youth Space, may be used for large banquet/events)
- ❍ Room #107 (12 w/tables and chairs)
- ❍ Room #104 (12 w/tables and chairs)
- ❍ Room #105 (25)

Food Service Rooms:

- ❍ Main Kitchen (oven, stove, microwave, dishwasher)
- ❍ Kitchenette (w/Café)

Other Rooms Available for use:

- ❍ Room 104 (Carpet)
- ❍ Room 107 (Carpet)
- ❍ Room 106 (Tile)
- ❍ Room 138 (Tile)
- ❍ Room 137 (Tile)
- ❍ Room 136 (Tile)

To help care for our building, we ask that non ministry events supply a Suggested Minimum donation:
Members: $100.00 Regular Attender: $150.00
Once the donation has been received, reservation will be officially confirmed.

As the contact person for this event YOU are responsible for the following:

- Arranging and scheduling production people (sound, lighting, projection)
- Overseeing that the *Room Usage Check List* is completed and policy is followed.
- Making sure the building is locked up after the event. (request temp. code if needed)
- Making sure all announcements are provided for the church bulletin (please use bulletin announcement form, located in form folders or email announcement to Dembkowski.c@foxvalleychurch.org)
- Overseeing all childcare arrangements.
- Supplying all disposable cups, plates, etc. needed for your event.

Signing this form assumes you are taking full responsibility for the church during this event:

_____ _____
Signature Date