

Facility Use Application

Member/Non-Member (circle one)

Application for use of our facilities is made with the understanding that the following regulations govern the use of the Genesis building and the applicant agrees to abide by them. If you cancel or reschedule any meeting, please notify the Office. All fees are due 2 weeks before the day of the event.

The contact person is responsible for actions of all guests participating in their event. During usage of the church, you and your guests are expected to act appropriately - being respectful of the building and all items belonging to the church.

Application Process

1. Permission to use the church facilities must be obtained through the Office. The Office Staff will determine whether your desired date is available and pass on your name and phone number to the Event Coordinator.
2. Application for use of the building should be made at least 14 days before the event is to take place.
3. Facilities are reserved on a first come-first served basis.
4. Events must not conflict with the regular ministries of the church. If a conflict occurs, church activities take priority and the Office Staff will attempt to work out a compromise.
5. We reserve the right to refuse activities which are not in accordance with Genesis values.

General Restrictions:

1. Alcohol use is not permitted on Genesis property.
2. Rice, confetti, birdseed, or similar materials are not permitted inside or outside.
3. Use of candles is limited to the sanctuary. Only dripless candles are allowed. (not provided)
4. Decorations are limited to those which will not mar, scratch, soil, or otherwise damage surfaces or fixtures and must comply with Fire Codes. All decorations must be removed following the event.
5. Staples tacks and nails shall not be used in any surface other than bulletin boards.
6. Any group using the facility assumes responsibility for damage or destruction of any Genesis property.
7. The building should be vacated by 9pm on Saturdays.

Kitchen Equipment and Facilities

1. The kitchen and fellowship hall may be used for your event if you have paid for use of this space.
2. All equipment and furniture should be cleaned and returned to their proper location.

Complete information on this side of the form is essential if we are to plan building use effectively and in accordance with church policy, while ensuring that custodial and maintenance requirements can be met.

Facility Use Application

Note: Your completed form must be received by the church office at least two (2) weeks before the event. For large events, e.g. receptions, earlier notice may be necessary.

Group / Person Requesting Use _____

Name & Brief Description of Event _____

Event Date: _____

Event Time: from _____ to _____

Day of Week: _____ Number Attending: _____

Rooms / Areas Requested (including break-out rooms, kitchen for any reason, gathering areas (e.g. lobby and fellowship hall), nursery, etc.)

Equipment Needed (Note: some items may be negotiated cost items and are not always available.)

- | | | |
|----------------------------------|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> TV with DVD | <input type="checkbox"/> Overhead Projection |
| <input type="checkbox"/> Tables | <input type="checkbox"/> Chairs | <input type="checkbox"/> CD Player |
| <input type="checkbox"/> Lectern | <input type="checkbox"/> Video Projection | <input type="checkbox"/> Sound System |

Set-Up

- None Required We Will Do Our Own
- Custodian Service Requested

of Rectangular Tables _____ # of Chairs _____

Earliest Set-Up or Occupancy Time _____ am _____ pm

Latest Clean-Up or Exit Time _____ am _____ pm

For External Groups:

Costs Assessed (total from Building Usage Worksheet)

Note: Additional costs may be assessed for damage or excessive clean-up required.

Expectations

- Use of nurseries, kitchens, and all areas of the church facility and grounds will conform to church policy.
- Church equipment will be returned undamaged and in proper working condition.
- Areas of the church facility and grounds not specified in the “Building Use Form”, other than restrooms, entrances and connecting hallways shall not be used.
- Set-up/event will begin no sooner than stated time; clean-up/exit will occur no later than stated time.
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Facility Use Application

Payment Method _____ Payment Made No Later Than _____

Contact Name _____

Phone _____ E-Mail _____

Contact person has read and understands building policy. All building use must be in accordance with all laws and regulations.

Signature of Responsible Person _____

PLEASE DRAW DIAGRAM FOR ROOM ARRANGEMENT BELOW

Facility Use Application

STAFF RESPONSE

Request Granted Yes No Date _____

Denied for the Following Reasons _____

Decision Conveyed By _____ Date _____

Please Contact Responsible Party _____

Notes on Decision / Communication _____

Date Key Issued _____ Date Key Returned _____

Contact Person Received copy of this form and Cleaning Checklist

Copy of Form Placed in Office Binder Deposit Received Date Placed on Calendar