



# parkerfordchurch

A PEOPLE FOLLOWING CHRIST

## Facilities Usage Request Form

Applicant Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Activity: \_\_\_\_\_

Activity Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Total range of time you will need access to the building, including set-up and clean up:  
\_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Agency (if applicable): \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address, if different: \_\_\_\_\_

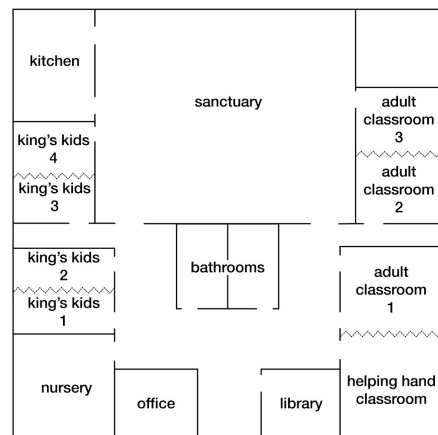
E-Mail Address: \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ Daytime Phone: ( ) \_\_\_\_\_

### Rooms Desired (check all that apply):

Outdoors on Grounds:

*Nursery and Kitchen may only be used if requested and approved.*



### Audio Visual Needs:

Vocal or Speaking Microphones (Quantity: \_\_\_\_\_)

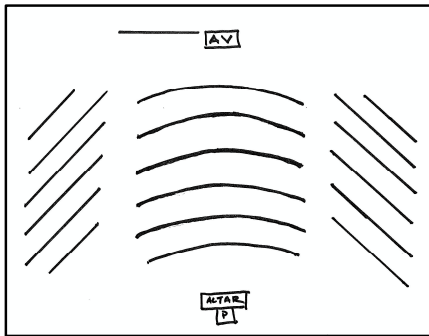
Piano Other Instruments (please list): \_\_\_\_\_

Use a personal laptop with the projector Use PowerPoint on PFC computer

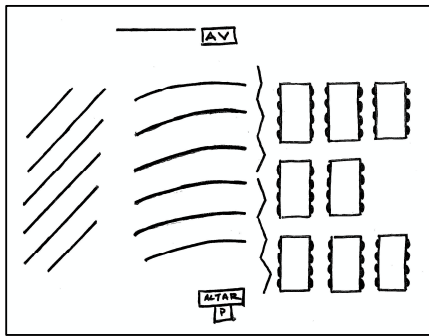
None Other: \_\_\_\_\_

**Furniture Needs:**

Select a sanctuary layout below or draw a diagram including the quantity of tables and chairs needed.



**Standard Full Pews**  
*Seats 160*



**Half Pews & Tables**  
*Seats 64-72*

Layout Drawing

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*~ For Office Use Only ~*

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Reason: \_\_\_\_\_

Usage Fee: \_\_\_\_\_ Paid: \_\_\_\_\_

Key Holder/Responsible Person on day of event: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Revised May 2012)

## **Conditions for Special Use of Church Building and Grounds**

It is the policy of the Parker Ford Church to use the church building and grounds for purposes in keeping with the mission and vision of the church and/or to benefit the community.

1. No use of the church building is permitted which violates the beliefs or policies of Parker Ford Church. Any questions regarding this requirement will be directed to the Elder Board
2. All use of church building and grounds outside regularly scheduled worship services will be scheduled by the Church Secretary, and recorded on a master calendar.
3. Any request to use the church property will require the sponsorship of a church member ("sponsoring church member") who must assume responsibility for that activity.
4. Requests to use the building and grounds will be submitted as far in advance as possible, using a Church Use Request Form (attachment).
5. Routine requests will be approved/disapproved by the Secretary with concurrence from the Church Pastor. A copy of the request form will be returned to the requestor with approval/disapproval notification in a timely fashion.
6. Prior to approval, the Church Secretary shall secure commitments from the applicable parties within the congregation whose services will be required in support of the use. e.g., setup, use of A/V, etc.
7. Under no circumstances will alcohol, gambling, smoking, or use of profanity be permitted on church property.
8. Conflicting requests will be prioritized, negotiated, and ultimately approved or disapproved by the Church Pastor in consultation, if necessary, with the Shared Ministry Team.
9. Funeral and memorial services, or similar activities considered vital to the congregation may result in canceling or rescheduling previously approved requests, as determined by the Church Pastor in consultation, if necessary, with the Shared ministry Team.

### **Procedures:**

1. The Sponsoring Church Member for each activity will arrange to have the church opened and closed by a Key Holder (Key Holder list may be obtained from the Secretary).
2. The Key Holder or Sponsoring Church member is responsible for making adjustments to heating and air conditioning in the area being used, and assuring lights are turned off and doors locked at the end of the activity.
3. Users of the building/grounds will leave it in the same condition as it is found. Furniture or equipment may not be moved without prior approval. Users of the building will confine their activities to the area of approved use and the restrooms. In particular, kitchen supplies/equipment and the nursery may not be used without prior approval.
4. The Responsible Person will notify the Secretary of any problems encountered during the use of the building/grounds, including any broken equipment or damage to the facility, and assures custodian duties are complete when the individual/group has taken on this responsibility.
5. The Key Holder will assure lights are turned off and doors locked at the end of the activity.
6. The Secretary will determine activities for which a Special Events Coordinator, versus simply a Sponsoring Church Member, is needed (e.g., wedding receptions, banquets). A Special Events Coordinator will be present for the entire period of building use providing coordination as required. The applicant, in conjunction with the church secretary, will be responsible for obtaining a Special Events Coordinator from the church membership.

### **Fees:**

1. No fees will be charged for use of the building for church-sponsored activities (e.g. worship services, Bible study groups, Scout Troop meetings, funerals).
2. The trustees have the authority to adjust fees based on the means/need of the requestor. Fees are intended to recover the expenses associated with facility use. Routine approvals will be made by church staff, with exceptions or special circumstances to be considered and acted upon by the trustees.
3. Church members may receive a refund of custodian fees, after inspection, should they choose to personally perform custodian and other services necessary to the facility to normal.
4. Payment in full of all agreed upon fees is due one week before the schedule facility use.
5. Once facility usage fees have been established, any change in the agreed upon arrangements, including adjusting the times for access to the building, may result in additional charges.
6. A security deposit of \$100 for non-members, (\$20 for members), is required at the time of paperwork completion to reserve the facility. This deposit will be refunded barring any unanticipated costs related to the facility use.

### **Church Members/Non-church**

Multipurpose Room	\$50/\$100
Set up/Take down Fee (MPR):	\$50/\$100
Set up/Take down Fee (classroom)	\$25/\$50
Building Security (open/close/monitor)	\$0/\$25
Custodian Fee (MPR):	\$100
Sound System Operator:	\$50 (up to 2 hr. event; \$20/hr.
Special Events Coordinator:	\$50 (up to 2 hr. event; \$20/hr.
Classroom (meeting format):	\$25 plus \$25 Custodian Fee
Classroom (social format-with food)	\$50 plus \$25 Custodian Fee
Nursery:	\$25 plus \$25 Custodian Fee
Kitchen:	\$100 plus \$25 Custodian Fee