

Facility Use Request for Covenant Presbyterian Church

<p>NOTE: If you are submitting this on behalf of a CPC Ministry, you must be authorized by the Ministry Coordinator or an Officer to submit this Facility Use Request. I have been authorized by _____ (Name of authority authorizing this request)</p>	
<p>Group/Event/Ministry Name:</p>	
<p>Ministry/Event Contact Name (Person submitting form):</p>	<p>Phone #s:</p>
<p>Event Leader Name: (If different)</p>	<p>Email:</p>
<p>Event/Activity:</p>	<p>Estimated number of people:</p>
<p>Date/s:</p>	<p>Day/s of Week: M T W Th F Sat Sun (circle one)</p>
<p>Alternate Date:</p>	<p>Recurring Event? If yes: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>
<p>Set up Start time: Clean Up End Time:</p>	<p>Event Start Time: Event Stop Time:</p>
<p>Room needs - Sound, audio/visual, Janitorial, chairs, tables:</p>	<p>Rooms Needed:</p> <p><input type="checkbox"/> Sanctuary <input type="checkbox"/> Fireside Room/Narthex</p> <p><input type="checkbox"/> Nursery <input type="checkbox"/> Church Office</p> <p><input type="checkbox"/> Kitchen <input type="checkbox"/> Manse <input type="checkbox"/> Ark</p> <p><input type="checkbox"/> Upper Ed <input type="checkbox"/> Lower Ed <input type="checkbox"/> Parking Lot</p> <p><input type="checkbox"/> Chapel (not main sanctuary)</p> <p><input type="checkbox"/> BBQ Pit /Outside use only</p> <p>Notes:</p>
<p>**If children less than 18 years of age will be at the facility, even if their parents are there, it is required for CPC members and ministries that at least two CPC C.A.R.E. trained adults be overseeing each 10 children during the event? Your event will not be approved unless adherence to the CPC C.A.R.E. program policies can be ensured.</p> <p>Will there be minor children present at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, I certify that CARE trained adults will be there- and CARE policies upheld. <input type="checkbox"/> Yes</p> <p style="text-align: center;">**PLEASE READ AND SIGN THE BACK OF THIS FORM **</p>	

Before submitting this Form, please check availability of the rooms and dates. Go to www.cpcissaquah.org Select Announcements & Calendar then CPC Calendar. Navigate to your proposed dates.

You will be assigned a POC (Point of Contact) for this event. Your POC will be the person who will let you know your event has been approved or denied. Your POC will contact you within 2-3 "working days". This person will also be the one who will help you with the details of your event, answer all of your questions regarding the event and also be the one to contact if you will need to preview the room or building that you will be using.

CPC reserves the right to revoke this permit or adjust schedule at any time. Adequate notice will be given when changes are required. Your group's representative is responsible for communicating these rules to the group. The conditions of this permit may be revised or renewed on a periodic basis.

Financial Agreement

The cost for 1-3 hours of usage on CPC property will be \$250.00 and \$50 for each additional hour. This fee will be paid no later than 1 week prior to your event and can be mailed to the church (22116 SE 51st Place, Issaquah, WA 98029) or by dropping off the fee to the church office. Please leave your address or the address of the organization where we can send any extra billing charges to if needed. By signing this agreement, you agree to pay any invoice sent to you by CPC for any additional charges within a 30 day period. **CANCELLATION FEES:** If for any reason you need to cancel your event within the one week period after payment, you will be charged a \$100 non-refundable cancellation fee, all other money will be returned. Any damages caused to any of the property by anyone in your party during the event will also be billed to you/your organization.

Please initial that you agree with this financial agreement between you and CPC: _____

Facility and Furniture Use Agreement

We Agree to

- 1) ...use CPC facilities only for the purpose and times stated on this application.
- 2) ...store, prepare, and serve food in designated food areas only. No food is permitted in sanctuary.
- 3) ...supply our own consumables such as snacks; cups, tableware etc.
- 4) ...keep church owned furniture and equipment on the premises.
- 5) ...notify the church of any problems or hazardous conditions.
- 6) ...respect other groups who may be on the premises at the same time as our activity.
- 7) ...supervise children and youth at all times according to CPC's C.A.R.E policy, which requires two adults for every 10 children under 18, and no one-on-one situations involving adults and unrelated minors. Non-CPC users must provide your own insurance with Child Protection coverage and naming CPC as "additionally insured" during the duration of the event.
- 8) ...transport, remove activity supplies and property each session, unless given special storage privileges.
- 9) ...replace or repair any broken items that go beyond normal wear and tear.
- 10) ...return items to their original locations, turn off coffee pots, close windows, lock doors and otherwise secure the premises before leaving.
- 11) ...leave our meeting location in as good or better condition as when we arrived. This includes removing garbage to dumpsters and vacuuming as required.

We agree NOT to ...

- 1) ...engage in any fundraising activities while on CPC property. (Free will offerings are permitted)
- 2) ...use CPC sound and visual equipment, unless we are trained and certified to do so.
- 3) ...hold CPC liable for any injury or damage that occurs on CPC property. We accept all liability.

CPC reserves the right to revoke this permit or adjust schedule at any time. Adequate notice will be given when changes are required. Your group's representative is responsible for communicating these rules to the group. The conditions of this permit may be revised or renewed on a periodic basis.

I hereby certify that I am the authorized representative of the above group, that the information given on this form is true to the best of my knowledge, that I have read and I and the above group agree to comply with the terms and conditions of this Form, and any additional written agreements deemed necessary by the above group and Covenant Presbyterian Church (CPC). It is understood that CPC may terminate this Agreement at any time should the above group fail to comply with the terms and conditions of the above-mentioned forms. Damage deposit may not be returned if damage has occurred or repair fees will be billed to you.

SIGNATURE (OF AUTHORIZED REPRESENTATIVE)

DATE

PRINTED NAME: _____

Office Use Only

(Revised 3/19/14)

Date Request Received: _____	POC For Event: _____
Received by: _____	Scanned to POC Date: _____
Room/s available on Dates: <input type="checkbox"/> Yes <input type="checkbox"/> NO	POC Interacted w/Event Contact in 3 days? <input type="checkbox"/> Yes <input type="checkbox"/> No
Put on Calendar As Tentative? <input type="checkbox"/> Yes <input type="checkbox"/> NO	POC Contacted AV person if needed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Event Type: <input type="checkbox"/> Church Ministry (includes weddings, showers, potlucks, etc.) <input type="checkbox"/> Guest church use <input type="checkbox"/> Church Member use <input type="checkbox"/> Property Maintenance use <input type="checkbox"/> Non-Member use	
Event Needs Deacons / Session Approval? <input type="checkbox"/> Yes <input type="checkbox"/> NO Officers: <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	
If "CPC Facility Guardian" Needed, Name of Contacted FG: _____	
POC Final Approval: <input type="checkbox"/> Yes <input type="checkbox"/> NO If No, give reason: _____	
POC Notified Event Contact of Decision & reminded to write announcement & submit <input type="checkbox"/> Yes <input type="checkbox"/> No	
Entry Key or Code to be given by: _____ Given to: _____	

NOTES: