

Facility Use Request for Covenant Presbyterian Church

(form for CPC Ministries and CPC Members)

<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 out from under the direct supervision of their parents, it is required for CPC members and ministries that at least two unrelated CPC C.A.R.E. trained adults be overseeing each 10 children during the event, and that an adult and unrelated child will never be one-on-one. 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>	

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.

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) ...remove activity supplies after 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

(Revised 7/25/18)

Date Request Received: _____

Facility Guardian For Event: _____

Event approved? Yes NO

Contacted AV person if needed? Yes No

Entry Key or Code to be given by: _____ Given to: _____

NOTES: