



Calvary Chapel Santa Fe Springs

WORD • PRAYER • WORSHIP • MISSIONS

FACILITIES USE REQUEST FORM FOR SPECIAL EVENTS

Please check one: Wedding Funeral Other

If other, please explain: _____

Contact Name: _____

Contact Email: _____

Contact Phone Number: _____

Date(s) Needed: _____

Time Needed for Event: _____

Number Expected to Attend: _____

Audio/Visual Equipment Needed: Yes No

Specify, if yes: _____

GENERAL BOOKING POLICIES:

- Any scheduled event must not conflict with scheduled Calvary Chapel SFS activities.
- Priority of facilities use:
 - Regularly scheduled services and meetings of the congregation
 - CCSFS sponsored ministries/events
 - Requests for use
- Events may only be scheduled Mondays & Fridays after 5pm or Saturdays after 10am.
- All Monday and Friday events must be scheduled so that the event and clean-up are completed by 10pm. Saturday events must be scheduled so that the event and clean up are completed by 5pm.
- Main Sanctuary: May be booked up to six months prior to the event.
- Fellowship Hall: Due to extensive ministry use of this room, availability is limited. The church event calendar is updated on the second Saturday of each month. As a result, the room may only be booked one month in advance of requested date. The Facilities Request form **MUST** be turned in to the church secretary **prior** to the calendar planning date of the month requested.
- All activities must be scheduled to have a staff member(s) present at all times-someone with authorization to unlock and lock the facilities.

USER REQUIREMENTS:

- A completed "Facilities Use Request" form must be turned in to the church secretary.
- Reservations will not be complete until the "Facilities Use Request" form has been approved, signed and returned to the person requesting use of the facility.

- Each group using facilities is responsible for providing its own supplies and materials. Church materials and/or supplies are NOT available for use.
- Equipment (tables, chairs, etc.) are not permitted to be used away from the church property.
- Nothing may be affixed to walls or furniture without prior consent by the pastorate.
- All rooms are to be left in the order in which they were found (chairs/tables returned to appropriate places). Tables should be wiped down, floors vacuumed or swept, trash disposed of in trash receptacles in the kitchen. See “Cleaning Fees” below.
- All decorations must be removed at the end of the event.
- If you break something, you will be responsible for the cost of repair or replacement. If you discover something in need of attention or repair, please notify the staff immediately.

EXPECTED CONDUCT:

- Materials displayed and activities conducted during the use of the facility must be in keeping with high Christian ideals and are subject to review and approval by the pastorate. Authorization for use of the facilities may be terminated immediately by the pastorate if materials and/or activities are deemed inappropriate.
- The following is prohibited on all church property (building and parking lot): smoking, smokeless tobacco, alcoholic beverages, disruptive or profane behavior, pets/animals (with exception of service animals).
- The users must restrain members of its group from going to other parts of the facility that have not been scheduled for use.

FEES:

- Fees are due after approval has been granted.
- Security Deposit: \$100-fully refunded two weeks after event if facilities are undamaged. Partial or complete deposit may be forfeited if facilities sustain damage due to misuse by event participants.
- Cleaning Deposit: \$50-fully refunded two weeks after event if facilities are left clean (see above). Complete deposit will be forfeited if cleaning is required by church staff.

Yes, I have read and I understand the church policy for facility use.

No, I do not agree to these policies, or have questions regarding the use of the facility.

Signature: _____

Print Name: _____

Comments or Questions:

Office Use Only:

Approved by: _____

Date: _____