

Cherry Grove Friends Church Church Building/Ministry Event Request



Instructions:

- Please complete this form and return it to the church office.
- Your reservation request is not final until you receive an approved copy of the form signed by a Steward of Cherry Grove Friends church. Please do not advertise your event prior to this approval.
- Be specific in what your needs are in regards to rooms needed, equipment, etc. Also be specific about times needed for preparation, event and clean-up.
- Read and sign both sides of the Request Form.

Event: _____

Date(s) needed: _____
(Please supply ALL dates)

If standing request: Circle **M T W TH F SA SU** Monthly _____ Quarterly _____

Contact person: _____

Address: _____

Phone: _____ cell #: _____

Email: _____

Under which committee: _____ not applicable:

Planned function: _____
(Example: Ministry meeting, wedding, baby shower etc.)

Brief description: _____

Security person: _____
(This person must be present during the event and be able to unlock and secure the building.)

Rooms requested: _____
(Please be specific i.e. sanctuary, media booth, kitchen etc.)

Number expected to attend: _____

Equipment needed: _____
(Please be specific i.e. microphones, sound equipment, coffee makers etc.)

Time needed for event: Prep Time: _____ to _____

Event Time: _____ to _____

Clean-up Time: _____ to _____

Signature: _____
Project manager

Date: _____

Approved By: _____
Signature of a Steward

Date: _____

Cherry Grove Friends Church
Facilities Use Policy
June 2009

General Policies

1. All events must not conflict with the regularly scheduled Cherry Grove activities.
2. All activities must be scheduled to have a Cherry Grove representative (host/hostess) present at the activity to grant access and confirm proper use of the building. If use of multimedia equipment is required for the activity, it must be reserved on this form when requesting use of the facility. The equipment shall be run by a Cherry Grove representative trained in its use. Use of multimedia equipment will require a meeting with the media operator prior to the event to confirm your program's compatibility with our system.**
3. Priorities of use of space and facilities are in this order: 1) Regularly scheduled services and meetings of the congregation; 2) Cherry Grove sponsored ministries; 3) Groups supported by our ministries; 4) Special occasions of our members and their families; 5) Community groups, other non-profit organizations, area schools, and individual community members. For-profit groups may be accommodated at the discretion of the Stewards Committee.

User Requirements

1. Reservations must be made by contacting the church office.
2. Reservations are not confirmed until the "Building Use Request Form" has been approved by the Stewards committee, the form has been returned to the person requesting use of the facility, and the deposit paid.
3. Payment of security deposit must be made a) no less than 1 week prior to the event, or b) no more than 48 hours later than a request is approved.
4. Outside organizations using the facility must provide their own insurance.
5. All outside groups must have an event coordinator, who shall serve as a contact for the Church, and/or the host/hostess during the event.
6. The users must restrain members of their group from using and going to areas of the facility that have not been scheduled for use.
7. Outside groups using the facility must supply all materials for their gatherings. Office machines, office supplies, and consumable kitchen supplies are not available for use.
8. Children and youth may not use the building or grounds without adult supervision. If space is required for their attended care, this space must be reserved at the time of initial reservation. Any group bringing children must provide adequate child care for their safety. We are not responsible for unattended children.
9. The following is prohibited on all church property: tobacco, firearms, drugs, alcoholic beverages or any activity that may be construed as gambling. Smoking tobacco is permitted more than 25 feet away from the entrance, per Washington State law. If something is damaged during the groups' use, they will be responsible for the cost of repair or replacement. If you discover something in need of attention, please notify your host/hostess.

Activities Permitted (*fees and deposits may apply, at the discretion of the Stewards committee)

Church Functions	Memorial services*
Church-related functions	Weddings and/or receptions*
	Other activities not listed *

Miscellaneous Rules and expected conduct.

1. Each group is responsible for clean-up after their event, and all rooms are to be left in the order in which they were found. Use or access of areas of the facility not included in the Reservation form is prohibited.
2. All materials and conduct on the church property will be expected to respect the beliefs and values of the Friends church at all times. Authorization for use of the facilities may be terminated at any time before or during a scheduled event if materials and/or activities are deemed inappropriate, or otherwise in conflict with Cherry Grove guidelines.

*While we will do all we can to accommodate your needs, our facility is not equipped with air conditioning, so it may get warm if your event is in the summer.

**We encourage all groups to have media presentations formatted to work on our system prior to meeting with the media operator. We currently support PowerPoint 2003, and QuickTime files which are no larger than 1GB. We are unable to operate Windows Media, DivX, and RealAudio files.

***Failure to meet one or more of these requirements may result in forfeiture of deposit.

I have read, understand, and accept the church policy for building use:

Signed: _____

Date: _____