



Cherry Grove Friends Church – Building Use Request Form

9100 NE 219th Street, Battle Ground, WA 98604

Must be submitted at least 1 WEEK PRIOR to event

Thank you for your interest in renting Cherry Grove Friends Church's facilities for your event. Please read these instructions carefully, complete the form, and return the SIGNED form to the church office.

Your reservation is not final until you receive an approved copy of the Building Use Request form signed by a Cherry Grove Steward. Please do not advertise your event prior to receiving this approval.

Your signature on the Building Use Request Form indicates your agreement with the following terms.

General Policies

1. Cherry Grove Friends Church is not an event center. While we strive to accommodate all requests, some requests will regretfully be denied due to limitations of our facilities and staffing. Your understanding and grace are greatly appreciated.
2. In compliance with other Washington State public buildings codes:
 - a) No pets are allowed except certified service and therapy animals.
 - b) The following are prohibited on all church property: alcohol, drugs (including marijuana), and any activity which may be construed as gambling. Smoking tobacco is permitted more than 25 feet away from all outside doors.
3. All activities must be scheduled to have a Cherry Grove Attendant present during the event to grant access and confirm proper use of the facility. In addition, outside groups must have Cherry Grove Coordinator to act as contact for church and acts as their host. It is allowed that the Attendant and Coordinator be the same person.
4. **Conduct:** All materials and conduct on the church property will be expected to respect the beliefs and values of Cherry Grove Friends church. Authorization for use may be terminated any time before or during a scheduled event if materials and/or activities are deemed inappropriate.
5. **Insurance:** Outside groups must provide their own insurance. If something is damaged during the group's use, they will be responsible for the cost of repair or replacement.

User Requirements:

1. Reservations are made through Cherry Grove's office and by completing the attached "Building Use Request Form." Request all areas of the church you wish to use.
2. Reservations are confirmed when the "Building Use Request Form" has:
 - a) been approved by the Stewards committee
 - b) been returned to the person requesting the use of the facility
 - c) the refundable security deposit paid
3. **Fees:** The refundable security deposit is to be paid within 48 hours after approval. Total fees are to be remitted to the church office (payable to Cherry Grove Friends Church) within 48 hours after the event. The refundable Security Deposit will be returned unless one of the following occurs: a) non-payment of agreed fees; b) destruction of property; c) failure to restore building to prior condition; d) cancellation of event if Cherry Grove expenses have been incurred; and e) not adhering to behavioral and other stated policies.
4. **Media:** Request must be indicated on the Building Use Request Form. ONLY CHERRY GROVE Media Operators are permitted to operate the equipment and dismantle and/or setup sound equipment on the stage area. The Media Booth Operator must be consulted to ensure compatibility of personal media presentations (e.g. PowerPoints) with our equipment. **Personal media presentations must be submitted to the church office at least 1 week prior to the event.**
5. Groups must supply all needed materials for their gatherings. Cherry Grove will not provide office supplies (paper, pens, etc.), disposable kitchen supplies (paper plates, napkins, cups, etc.), nor provide use of office machines (e.g. copier, printer, etc.).
6. Children and youth must have adult supervision. If space for childcare is required, the Nursery must be reserved at time of initial reservation. Any group bringing children must provide for adequate care for their safety. Cherry Grove is not responsible for unattended children.
7. Use and access to areas not included in the reservation form are not permitted.
8. **Clean up:** Your group is responsible for cleanup after the event and all areas returned to order. The Cherry Grove Coordinator or Attendant will provide approval. Notify the Cherry Grove Coordinator or Attendant if anything has been damaged or needs attention.

Weddings:

Weddings are reserved primarily for church attendees/families. Approval is at the discretion of the pastor and subject to availability of a Cherry Grove wedding coordinator.

Unescorted Support Groups:

Building Request Forms are required annually (January).

Requests for private functions by support group members need written approval from group before processing request.



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Event Description: _____

Dates Needed:

Date: _____ Time: _____ to _____ ☐ Set Up ☐ Event ☐ Clean Up

Date: _____ Time: _____ to _____ ☐ Set Up ☐ Event ☐ Clean Up

Date: _____ Time: _____ to _____ ☐ Set Up ☐ Event ☐ Clean Up

If on-going:

Day of week: _____ Time: _____ to _____ Start Date: _____

Number of expected attendees: _____

Event Contact Person:

Name: _____ Phone: _____ ☐ cell

Street Address: _____ Email: _____

City, State, Zip: _____

Area(s) Needed:

- ☐ Sanctuary
- ☐ Friendship Center (portable building)
- ☐ Media Booth
- ☐ Kitchen (warming/serving ONLY)
- ☐ Nursery (childcare NOT provided)

Equipment Needed:

- ☐ Microphones (how many _____)
- ☐ PowerPoint/Video Projection
- ☐ Audio/Video Recording of event
- ☐ Heat/AC programming
- ☐ Coffee Maker

Cherry Grove Staffing:

Required (Provide Names):

Coordinator (\$15/hour): _____

Attendant (\$15/hour): _____

(onsite during event, un/lock and secure building, may be same as Coordinator)

Optional (Provide Names):

PowerPoint Operator (\$20/hour): _____

Sound Booth Operator (\$20/hour): _____

Video Operator (\$20/hour): _____

Sound Equipment set-up and removal (\$50): _____

Additional Pricing:

Refundable Security Deposit	\$300
Building Rental	\$150/day
Portable Rental	\$75/day
Kitchen Use (no cooking)	\$95/day
Media Booth Use	\$50/half-day

☐ Proof of Liability Insurance provided

Signature of Event Manager: _____
(signature also indicates agreement with General Policies and User Requirements) Date

Approved by Cherry Grove Steward: _____
Date