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| --- |
| Facility/Equipment  Reservation Checklist |

# 

# General reservation requirements Member\*: Yes/No

|  |  |
| --- | --- |
| +/- | This checklist must be completed, signed and returned to the Event coordinator at least 3 weeks prior to event. |
| +/- | Approval with priority given in order of: 1) recognized church functions 2) use by members\* for personal function. 3) Churches and organizations outside this church body. |
| +/- | A prioritized church event can supersede any scheduled event. I.e. funeral,wedding |
| +/- | An outside organization with an approved regularly scheduled event shall not use facility to store or hold the church responsible for the user's equipment or supplies.  *\*A member has committed to our purpose, mission and bylaws and has voting privileges at CBC.* |
|  |  |
|  | **(circle the + indicating you have read and agree)** |

# Use policy

|  |  |
| --- | --- |
| +/- | We desire that all activities held in the facilities do not conflict with the Purpose statement and by-laws of CBC. Use of facility does not imply endorsement or approval of user organization.   * <https://www.cbcpierre.org/what-we-believe> * <https://www.cbcpierre.org/church-by-laws> |
|  |  |
| +/- | The user group agrees to indemnify and hold harmless Community Bible Church and its representatives from all damages, judgments, expenses, attorney's fees and compensation arising out of personal injury, death or property damage sustained in whole or in part by any or all persons whatsoever as a result of or arising out of, any act or omission of User group, its agents or employees, or caused by or resulting from any activity incident to the program being conducted by the User group. |
| +/- | Members of CBC use facility without cost; however, should damage occur to the building or equipment therein, replacement or repair will be negotiated. |
| +/- | We operate on a "leave it as you found it" basis. Set up and tear down is responsibility of the user group.  In addition:  Our facility cannot be used in business or for a “for profit” event.  Groups are restricted to only those areas of the facility that the group has reserved.  Food and beverages should remain within approved areas.  Church equipment, such as tables and chairs, must be returned to original location.  Clean-up is the responsibility of the group. |

# Scheduling an Event

|  |  |
| --- | --- |
| +/- | The event sponsor should contact events coordinator to check facility availability. |
| +/- | Complete Facility Reservation form online or this packet and agree to policy. |
| +/- | Your Reservation form will be reviewed by coordinator and submitted to the Deacon board for review. |
| +/- | Upon review, the Event coordinator will notify you of the board decision.  *I have read and understood the Facility Reservation Application of Community Bible Church and agree to all the stipulations therein. I understand that this application must be approved, and I must pay half of the total cost of any usage fee in order to schedule my event or reserve.* |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant signature

# *Pay careful attention to yourselves and to all the flock, in which the Holy Spirit has made you overseers, to care for the church of God, which he obtained with his own blood.*

*Acts 20:28*

Updated 5/2018

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Inventory List (non-member charges) | |  |  |  |  |  |  |
| **Inventory ID** | **Name** | **Description** | **Donation** | **Quantity** | **date pickup** | **Return date** | **returned condition** |
|  |  |  |  |  |  |  |  |
| folding chairs |  |  | $1.00 |  |  |  |  |
| round tables |  |  | $5.00 |  |  |  |  |
| Rectangular tables |  |  | $5.00 |  |  |  |  |
| stackable chairs |  |  | $1.00 |  |  |  |  |
| volleyball nets |  |  | $25.00 |  |  |  |  |
| FLC Sound system |  |  | $50.00 |  |  |  |  |
| Wedding |  | Rehearsal and wedding day | $500.00 | 2 hrs. and 2 hrs |  |  |  |
| Sanctuary |  | sound tech. (not available without) | $100.00 | 4 Hrs. |  |  |  |
| FLC room |  | Sunday school, meeting, | $25.00 |  |  |  |  |
| Kitchen |  |  | $25.00 | 4Hrs. |  |  |  |
| gym |  |  | $50.00 | 4 Hrs. |  |  |  |
| nursery |  |  | $25.00 |  |  |  |  |
| kitchen equipment |  | roasters, coffee pots, coolers, | $5.00 |  |  |  |  |
| Non-members cannot use Trailer,snow blower, or lawn equipment | | |  |  |  |  |  |
|  | These suggested donation fees are placed into the building and equipment funds for replacement expenses. | | | |  |  |  |

Community Bible ChurchFacility/Use Request Form Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date requested: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Group |  | Contact: |
| |  |  | | --- | --- | |  | - Name | |  | -Address | |  | - Phone | |  | -Email | |  | |  |  | | --- | --- | |  | -Name | |  | - Phone | |  | -Email | |  | Yes / No - Member | |

|  |  |  |
| --- | --- | --- |
| Date/Time |  | Attendance |
| |  |  | | --- | --- | |  | - Event begins | |  | -Event ends | |  | -Set up begins | |  | - Clean up ends | |  | |  |  | | --- | --- | |  | -Children under 12 | |  | -Young adults | |  | -adults | |  | -total | |

|  |  |  |
| --- | --- | --- |
| Equipment needed |  | Area requested |
| |  |  | | --- | --- | |  | tables | |  | chairs | |  | FLC sound system | |  | TV/VCR/DVD | |  | Volleyball net/Basketball | |  | Kitchen equipment (list) | |  | |  |  | | --- | --- | |  | Sanctuary | |  | Nursery | |  | Classroom (List room numbers) | |  | Kitchen (fellowship or Gym) | |  | Fellowship area (coffee bar) | |  | other | |

# 1. Description of activity:

# 2. Board approval: Yes / No Date: Notified By:

# Updated: 5/22/18