



## Church Facility Reservation Request and Agreement

(For MVCC Staff, Core Ministry Leaders, Life Group Leaders)

### PERSONAL INFO

<b>Name:</b>
<b>Address:</b>
<b>Phone:</b>
<b>Email:</b>
<b>Ministry You Represent:</b>
<b>MVCC Staff, CML, or LG Leader?</b> <i>(type answer in box)</i>

### EVENT INFO *(List the date(s) and time(s) are you requesting use of facilities)*

<b>Campus:</b> <input type="checkbox"/> Culpeper <input type="checkbox"/> Orange	
<b>Date:</b>	<b>Setup @:</b>
<b>Event Time:</b>	<b>Leave @:</b>
<b>Briefly describe the event's purpose and mission:</b>	
<b>How many people are you planning to attend this event?</b>	
<b>If a simulcast, what is the simulcast website?</b> <i>(paste below)</i>	

### FACILITY INFO *(Indicate which spaces you're requesting the use of and the purpose for their use)*

Space	Y or N?	Purpose for use (for classrooms, include the # needed)
Worship Center	<input type="checkbox"/>	
Student Center	<input type="checkbox"/>	
Kitchen	<input type="checkbox"/>	
Classroom(s)	<input type="checkbox"/>	

**CLEANING OPTION** *(Indicate your choice by checking one of these options)*

<input type="checkbox"/>	I will pay the fee(s) out of my budget and coordinate cleaning with Facilities Director
<input type="checkbox"/>	I will clean all rooms used and reset all rooms to their previous condition (see Cleaning Checklist for room-specific tasks)

**AUDIO/VIDEO/LIGHTING OPTION** *(Check all boxes that apply)*

<input type="checkbox"/>	I need MVCC audio equipment for this event
<input type="checkbox"/>	I need MVCC video equipment for this event
<input type="checkbox"/>	I need MVCC theatrical lighting for this event
<input type="checkbox"/>	I do not need MVCC A/V/L equipment for this event
<input type="checkbox"/>	I'm bringing outside A/V/L equipment for this event

*Note: Only MVCC A/V Techs are permitted to run MVCC A/V equipment unless approved beforehand by MVCC staff or elders. The fee to use an MVCC Tech is \$25 per hour. The availability of the church facility will, in part, be determined by the availability of an A/V Tech (should one be needed) for this event.*

**AUDIO/VIDEO/LIGHTING TECH** *(office use only)*

<b>Tech Setup:</b>	<b>During Event:</b>	<b>Tech Teardown:</b>
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**I AFFIRM THAT:**

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the ministry I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that upon approval of my facilities use request, I will need to submit any fees required by the church.
5. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the pastor's/elders approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution through Christian mediation, and failing that to submit to binding arbitration through the American Arbitration Association, or any other mutually acceptable arbitration service.

<b>Signature</b>	<b>Printed Name</b>	<b>Date</b>