

FACILITY USE REQUEST FORM

Please return the completed form to us in person or via email to office@renewalmb.church as far in advance of the requested date as possible to confirm your reservation.

Contact Information:

Name of group or individual requesting use of facility _____

Date(s) Requested _____

Times (include set up time before the event and clean up after the event) _____

Address _____

Phone _____ Email _____

Extra Services Requested: Coffee Shop: _____ Sound System, Music, and Mic : _____
Projection and Video Equipment: _____ (These all must be run by church staff)

Event Description: _____

Estimated Attendance: _____

The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, staff, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities.

Please report any damage to the staff promptly. The group or individual using the facility is responsible for set up, clean up, and returning to the normal setup of the facility (as directed by church staff). Please be respectful of the facility in every way.

(See "Rules and Responsibilities of Building Use & Clean Up" – reverse side)

Signature of Responsible Party

Date

\$ _____	____/____/____	\$ _____	____/____/____	____/____/____
Rental Fee	Received On	Damage Deposit	Received On	Deposit Returned

Church Representative

***For Office Use**

Rules and Responsibilities of Building Use

Out of respect for the church facility, we ask the following:

- 1.** Any and all damage will be the responsibility of the individual or organization in charge. You are responsible for the actions of your guests.
- 2.** Absolutely no alcohol or illegal substances or activities are permitted.
- 3.** No burning of incense, sage, or vaping inside. All forms of smoking must be done outside and all cigarette butts must be cleaned up. This includes haze or fog machines without prior approval.
- 4.** No food or drinks can be served off of the Geust Hub counter. If you need more serving space, please use a table.
- 5.** If karaoke or playing of media is desired, all songs or files must be pre-submitted via YouTube links or a USB jump drive. They must be clean and appropriate (this is a church). We reserve the right to veto any song or media we deem inappropriate. We ask private musicians and DJs to also keep songs family appropriate (please don't make my grandma blush).
- 6.** No playing or running on the stage, this includes all instruments and all equipment.
- 7.** The use of the building is based upon the availability of staff or volunteers to be present during the event.
- 8.** No religious ceremonies that conflict with our statement of faith will be permitted. We are a Christian Church. A statement of faith can be found on our website www.renewalmb.church/about
- 9.** We reserve the right to refuse rental to any event. We also reserve the right to cancel any reservation if we find out there was a misrepresentation of what activities would be held. This includes shutting down or altering an event in progress.

Clean-up

The building must be fully cleaned afterward

- 1.** Collect all garbage into bags and bring it out to the dumpster located out back.
- 2.** Wipe off tables. If food or drink is involved, wipe all tables clean using provided cleaning solution.
- 3.** Return all tables, chairs, and other equipment to their proper places after your event. Return all rooms used to their normal setup.
- 4.** If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe countertops and stove and clean the sink. Leave used dishcloths and towels in the dish sink. When you are done the kitchen should be clean and ready for the next use.
- 5.** Vacuum, sweep, and mop floors as needed.
- 6.** Remove any items put up on the walls or set out in connection with your event. No hanging or taping anything to the walls or ceiling without prior approval of the attachment method.
- 7.** Report any damage to equipment or property promptly to church staff. If stains occur, please notify staff so correct cleaning solutions can be used to remove them.

Thank You for your co-operation and for helping us with these guidelines. This will allow us to better serve the needs of everyone who uses the facility. If you have any questions, please ask so we can help to the best of our abilities.