

# Praise Christian Fellowship Facilities Request Form (July 2010 – June 2011 )

Return request form to: Office Administrator, Praise Christian Fellowship, 52 New Hartford Rd., Barkhamsted, CT 06063 (phone: 860-738-9953) (fax: 860-738-1225). Please submit the first sheet to the church office and keep the second sheet for your information and event guidelines. Please insure that the Event Checklist is returned to the church office by you or your sponsor directly following the event.

Today's date: \_\_\_\_\_  
 Applicant: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Requesting building for (please check all that apply):

- PCF Ministry
- Personal Use
- Community Event
- Fundraising Event
- Revenue-creating Event
- Other: \_\_\_\_\_

Is this request for?

- A one-time event:  
 Day/ Date: \_\_\_\_\_  
 Time of event: \_\_\_\_\_  
 Event set-up & clean-up: time: \_\_\_\_\_
- An ongoing event:  
 Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Frequency of event: \_\_\_\_\_

**Note: Your event recurrence will end after four months if no end date is recorded.**

Briefly describe event:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How many people do you anticipate at this event?  
 \_\_\_\_\_

Event Sponsor: \_\_\_\_\_  
 Phone/email: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_  
 Phone/email: \_\_\_\_\_

Requesting use of (please check all that apply):

- Sanctuary area
- Kitchen
- Gym area
- Lower Level
- Nursery
- Grounds
- Other: \_\_\_\_\_

If requesting use of Sanctuary/Gym area:  
 Will you need use of the video projection equipment?  
 Yes  
 No

Will you need use of the sound equipment?  
 Yes  
 No

Will you need use of the sanctuary platform?  
 Yes  
 No

Facilities Use Approval

Approved by: \_\_\_\_\_  
 Date: \_\_\_\_\_

Additional stipulations of building use:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I, the event sponsor, understand the Facility Use and Event Sponsor guidelines and agree to carry out these responsibilities.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:**

PCF may not approve events more than two months in advance to ensure that there are no conflicts with PCF ministries.

**Facility Use Guidelines:****Purpose:**

We desire to use our facilities to serve the mission and ministries of Praise and our community. We desire to make our facilities available to groups as much as possible in keeping with our mission and philosophy of ministry.

**Principles:**

- Because our ministries carry out our mission as a church, we give them priority in using our facilities.
- We desire to make our facilities available to community groups and events as often as possible, so long as they do not interfere with or detract from our mission and ministries, and do not strain our facilities.
- We seek to upkeep our facilities through maintenance and cleaning so that we may maximize the effectiveness and longevity of our facility.
- In order to maintain our facilities, we require that a PCF member be present, though special exceptions can be made if this is not possible, depending on the circumstances.
- In the case of special circumstances, (funeral, etc.), your event may have to be cancelled.

**Policy:**

- The nursery is not available for public use.
- Any part of our facilities that you use must be cleaned (immediately after the event (see Post-Event Checklist and Evaluation Form)).
- Large “props” may not be assembled, installed, or temporarily stored in the church without permission of the Board of Trustees.
- A PCF member or ministry must sponsor the event. If you are unable to have a sponsor present at your event, you need to make special arrangements with the PCF staff before receiving approval.
- The sponsor or designated replacement must remain on the premises at all times and be responsible for opening and closing the building.
- Lock all doors before you leave.
- Turn off any lights or computers that you have used before leaving.
- No smoking is allowed in the building and no alcoholic beverages or illegal drugs are allowed on the property.
- Furniture, toys & equipment should not be moved from room to room without prior approval.
- We anticipate normal wear and tear on equipment and facilities, however if abuse or damage occurs the user will be responsible for the cost of repairs.
- No fee will be charged for usage of the building; however we do ask the users to consider a donation of money, time or talents to help offset the costs of using the facility. Donation checks should be made out to Praise Christian Fellowship.
- A certificate of liability insurance is required unless waived by the church.
- No approval will be given for use of the facility if the activity is deemed to be in conflict with the beliefs and teachings of the church.
- Requests will always be considered secondary to the ministry needs of the church.

If you wish to move any equipment on the platform, you must make arrangements with the Worship Ministry to move the equipment.

If you wish to use any PCF sound or video projection equipment, your sponsor must have a person qualified by PCF to set up and operate the equipment.

## **Event Sponsor Responsibilities**

The sponsor must make sure that the event coordinator is aware of the following policies prior to use of the facilities: The responsibilities of the sponsor and the coordinator(s) are as follows:

### **Event Sponsor:**

Must attend the event.

Must make the coordinator aware of all policies prior to usage.

Must make sure all policies are followed.

Must make sure that the Post-Event Checklist /Evaluation Form has been filled out and signed by the event coordinator as well as signed by the event sponsor.

Is the person who should contact key Praise people for event needs.

### **Event Coordinator:**

Is responsible for any furniture set-up required with a few exceptions. Please contact the church office asap if you are in have any of these needs:

Sound Box may NOT be moved AT ALL! (wired below)

Pulpit may only be moved by Praise's sound team. (wired below)

Sound system may only be set up by Praise's sound team.

Instruments on the platform may only be moved by Praise's sound team.

Is responsible for planning the flow of the event. (food, aisles, etc.)

Is responsible for putting everything back into place immediately after the event. (with the exception of the sound equipment and platform instruments)

Is responsible for cleaning the facility immediately after the event. (including the main multi-purpose room, bathrooms, kitchen, etc.)

Is responsible for hiring any coordinators, Praise AV people, cleaners, etc. that might be needed.

Is responsible for the safety of the event and the facility.

Event is restricted to rooms requested; guests should be informed of this.

If snow/ice is present, someone should be hired to take care of this during the event.

Is responsible for any vandalism or undue damage to the facility or its property.

### **Praise does not provide:**

Event coordinator, serving, cleaning, decorating, set-up/break-down crews, etc.

### **If Using Lower Level Area:**

Turn off Heat/Air Conditioning on downstairs thermostat. Please contact the office for instructions.

### **If Using Kitchen:**

Wipe down counters.

Remove garbage and place in dumpster.

Wash any dishes/platters/coffee pots used and put them away.

Sweep and mop floor as necessary.

Remove food or put away.