



EVENT/FACILITY/EQUIPMENT REQUEST

Date Requested: \_\_\_\_\_

Date Received in Office: \_\_\_\_\_

DAY(S) OF WEEK \_\_\_\_\_ BEGINNING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_

TIME OF ACTIVITY SET UP TIME \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

FREQUENCY OF ACTIVITY Check One:  ONE TIME ONLY  DAILY  WEEKLY  MONTHLY  QUARTERLY  OTHER

ROOM(S) REQUESTED (IF ONSITE) \_\_\_\_\_

LOCATION OF ACTIVITY (IF OFFSITE) \_\_\_\_\_

ACTIVITY DESCRIPTION \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED \_\_\_\_\_ COST \_\_\_\_\_

STAFF PERSON REQUESTING FACILITY/EQUIPMENT \_\_\_\_\_

PERSON IN CHARGE (If Different Than Above) \_\_\_\_\_

Home Phone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

\* WILL CHILDCARE BE AVAILABLE? \_\_\_\_\_ APPROVED BY \_\_\_\_\_

\*WILL AUDIO/VIDEO BE REQUIRED? \_\_\_\_\_ APPROVED BY \_\_\_\_\_

**EQUIPMENT NEEDED**

<u>EQUIPMENT</u>	<u>QUANTITY</u>
CHAIRS	_____
TABLES	_____
VIDEO PROJECTOR	_____
DVD/TV MONITOR	_____
OVERHEAD PROJECTOR	_____
SCREEN	_____
SOUND SYSTEM	_____
MICROPHONE / STANDS	_____
CD PLAYER	_____
ELECTRICAL EXT. CORD	_____
VAN	_____
OTHER	_____
OTHER	_____

**INSTRUCTIONS FOR SPECIAL SETUP** Check One:

<input type="checkbox"/> <b>CLASSROOM</b> <input type="checkbox"/> Podium 	<input type="checkbox"/> <b>THEATER</b> <input type="checkbox"/> Podium 
<input type="checkbox"/> <b>CLASSROOM W/ TABLES</b> <input type="checkbox"/> Podium 	<input type="checkbox"/> <b>THEATER W/ TABLES</b> <input type="checkbox"/> Podium 
<input type="checkbox"/> <b>OTHER</b> (Please sketch on back)	

COMMENTS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**NOTE: If this event occurs outside of the regular business hours of Monday – Friday 6:00 am – 6:30 pm, you will need to contact the Church Office prior to the event and check out a key and security code.**

<b>OFFICE USE ONLY</b>	
APPROVAL: _____	APPROVAL: _____
COPY TO DIRECTOR OF: <input type="checkbox"/> MUSIC MINISTRY <input type="checkbox"/> CHILDREN'S MINISTRY	
Original: Church Secretary	Copy: Originating Office

# Facilities

## **Responsibility: Administration Team**

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### **Policy:**

It is the belief of Palm Vista Baptist Church to recognize our church facility as the House of God and it is to be treated with dignity and respect. It will be used principally by this church for the study of God's Word and worship. It will also be used for the purpose of reaching out to the community with the gospel of hope. At no time will any persons, groups or events replace the objective of the purpose listed above. The following procedures apply:

#### **1. General Policy:**

Regularly scheduled ministry programs and programs and activities will take precedence over all other uses of the facility.

No furniture or equipment may be removed from the premises without a written request to the Administration Team.

The music and sound equipment shall be the responsibility of the Worship Minister.

The physical paintings will be the responsibility of the Administration Team. Individuals or groups who desire major modifications to the interior or exterior of the church facilities will make it in writing to the Administration Team.

No materials will be taped or affixed to walls or any other equipment or structure that may cause damage.

#### **2. Facility Use Requests: (By Members)**

Use of the church facilities for non-regular church programs activities will be arranged with pastor and coordinated with the church calendar. These requests shall be made by using the **Facility Utilization and Equipment Reservation Request Form**. When approved, the activity will be placed on the church calendar.

In individual signing the Facility Utilization and Equipment Reservation Request Form assumes responsibility for the facility when used outside the normal work hours. This includes security of the building during and after the activity; as well as ensuring that utilities have been turned off. A key will be issued to the requestor only. Keys will be distributed to only members of the congregation.

#### **3. Facility Use Requests: (By Non-Members and Organizations)**

Regular and special programs of the church will always take precedence over request by non-member groups.

A fee of \$150.00 without sound or \$200.00 with sound will be deposited with the church one month prior to the use of the facility by the requesting party. Of that fee, \$100.00 is a refundable security deposit.

The requester will recognize in writing their obligation to prohibit the use of alcohol, tobacco, illegal drugs or the use of inappropriate language or behavior while on church premises.