



FACILITY/EQUIPMENT USE REQUEST FORM

- 1) Fill out form, read General Policies, sign, and date
- 2) Return to office inbox at least two weeks prior to event
- 3) Once approved, a copy of this form will be returned to you

GENERAL USE POLICIES

Contact Information:		
Person Responsible:	Phone #:	
Address:		
Type of Activity:	Email:	
Date(s) of Use:	Event Time:	
Time of Building Use:	Date of Pick-up:	Return date:
Door Schedule: East / West / Both Times:		

Room(s) Requested:	Equipment:	Audio/Video:
Room 10* <input type="checkbox"/>	# of Cream Chairs ____ <small>45 Total (All can leave the building - stored in shed)</small>	Port. Sound Sys <input type="checkbox"/>
Room 15* <input type="checkbox"/>	# of Gray Chairs ____ <small>140 Total (Padded seat. Leave Bldg. w/approval)</small>	Sanctuary Snd <input type="checkbox"/>
Room 25 <input type="checkbox"/>	# of Gray Chairs ____ <small>100 Total (Seat and back padded. STAY IN BLDG)</small>	Video Projector <input type="checkbox"/>
Room 50* <input type="checkbox"/>	# of 8' Rectangle Tables ____ <small>25 Total (20 can leave the building)</small>	Laptop <input type="checkbox"/>
Room 60* <input type="checkbox"/>	# of Round Tables ____ <small>13 Total</small>	*TV/DVD <input type="checkbox"/>
Fellowship Hall <input type="checkbox"/>	# of 6' Rectangle Tables ____ <small>3 Total</small>	Microphone(s) <input type="checkbox"/>
Kitchen <input type="checkbox"/>	# of 4' Tables ____ <small>3 Total</small>	
Sanctuary <input type="checkbox"/>	# of Crock Pot ____ <small>2 Total</small>	
Pavilion <input type="checkbox"/>	# of Roasters ____ <small>3 Total</small>	Other: _____
Other: _____		Silver Van (See 12 & 13) <input type="checkbox"/>

1. Proper use and care of church equipment shall be applied at all times. Equipment should be properly cleaned upon return to CVBC.
2. Party is responsible for repairing or replacing any damaged equipment.
3. Please notify church office if unable to return items when due (723-2872).
4. NO PERSONAL GAIN business use that utilizes a direct-sales approach or is product-oriented will be permitted. Service-oriented use will be permitted on a case-by-case basis. Matthew 21:12-13, John 2:14-16
5. NO SMOKING PERMITTED in the church building or in church vehicles. 2 Peter 2:19, Titus 2:12
6. NO ALCOHOL PERMITTED on church premises or in church vehicles. Proverbs 20:1, Ephesians 5:18
7. General cleaning shall be done by party using the building (empty trash, return chairs & tables to original areas, clean, sweep & vacuum floors as necessary, etc.) When the party is the last to leave the premises, all lights should be turned off and all doors and windows should be checked and locked.
8. The kitchen area, when used, should be cleaned and all dishes and equipment washed and returned to proper locations. Please check with office regarding requesting use of kitchen items which are kept in designated storage areas.
9. Non-ministry-related parties will need to do their own set-up and tear-down.
10. Non-cvbc and non-ministry-related parties will need to supply their own kitchen paper products (plates, napkins, cups & cutlery), coffee and coffee condiments.
11. Facility Use and Rental Policy is available in the church office.
12. **VAN USE:** Licensed driver must be 25 yrs. or older. Cell phone use while driving is not permitted. **Refill gas tanks before returning van(s).** Remove ALL personal items.
13. **Driver needs to watch training video and be approved with church insurance company.** (see office for details)

General Use Policies

I, the undersigned, agree to abide by the Governing Policies. (see right)

_____ Date: _____
(Name - please print)

Signature: _____

* * * FOR OFFICE USE ONLY * * *

Amount of Fee Assigned: _____ Date: _____

Approved _____
Office Staff

DISTRIBUTION			
Organization: _____	Music Director	Custodian	KidZone
Wedding Coordinator	Media Director	Elders	Deacons