

Orchard View Church of God

Building Rental Forms and Policies





Member Building Use – Policies

All building use including Sunday School parties, youth or choir practice, Men's and Women's groups, board meetings, and meetings by non-church groups **MUST** be cleared through the church office and put on the master calendar with a contact name and phone number. It will be this contact's responsibility to see that all areas used by the group are left in good condition or better than found. Chairs and tables are to be returned to where they came from

Equipment may only be removed from church premises after a Building and Equipment Use Request form has been signed by the requestor and approved by the Leadership Board.

*** It is the responsibility of the contact to see that adequate supervision of children is provided. Two adults must be present for any meeting where children or youth are present. ***

Kitchen

1. Any use of the church kitchen requires the user to clean up after use.
If you use it, you must clean it up. If not cleaned, you may be charged custodial fees of \$100.
2. The church does not provide materials such as paper products (cups, napkins, silverware, plates) for non-church activities.

Sanctuary

1. The sanctuary platform and instruments should only be used when participating in a service or practicing for service. Permission to use the instruments should be obtained by the Office Staff.
2. Use of the sound system must be done by a trained individual or arranged through the church.

Entire building

1. Rough playing such as running, playing tag, throwing balls, etc. cannot be permitted inside the building.
2. Smoking is not permitted inside the building. It is permitted outside but not encouraged.
3. Alcoholic beverages are not permitted inside or on church property.
4. **No red or grape punch allowed.**
5. Sticky tack must be used to post objects to the walls.
6. If a sound person is needed, there will be a \$50 charge.
7. If cloth tablecloths used, there will be a \$50 charge to launder.



BUILDING AND EQUIPMENT USE REQUEST FORM - MEMBERS Date: _____

Submitted by: _____ Event Date: _____

Organization/Contact: _____ Email: _____

Address: _____ Phone: _____

Type of Event: _____ Starting Time: _____ Ending Time: _____

ADDITIONAL SERVICES NEEDED:

- Building Host: (\$50 Fee) _____
- Custodial: (\$100 Fee) _____
- Keys needed: Front Door: _____ Custodial Closet: _____ Key(s) return date): _____

Other Information:

SPECIAL REQUIREMENTS/EQUIPMENT

** Please sketch a diagram of special set up on reserve side of this form **

- _____ Chairs (120 available)
- _____ Long Tables (6 – 72" Long, Seats 8)
- _____ Round Tables (15 – 60" Round, Seats 6-8)
- _____ Podium
- _____ Music Stands (4 available)

I, as the contact adult, agree to be responsible for rental and fees on behalf of the event indicated above. In addition, my group shall assume all liabilities for damage which may occur in, on or about any Orchard View Church of God property during the above-named building use.

 Contact's Printed Name Contact's Signature Date

OFFICE USE ONLY \$250 deposit required, refundable if building left in original or better condition.

- Security deposit Received: _____ N/A _____ Check# _____
- Facilities Inspection Approval: _____ Date: _____
- Deposit returned: _____ Date: _____