

Date \_\_\_\_\_

## Church of God of Exeter Facility Usage Form– Non Church Event

**Group/Organization** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Sponsoring Church Member \_\_\_\_\_

The sponsoring member is responsible for opening and closing the facilities and being present during set up, tear down, and the actual event. A key to the building will be given to this person only.

**Event Info:**

Event Date \_\_\_\_\_

Times: From \_\_\_\_\_ to \_\_\_\_\_

Description: \_\_\_\_\_

How many people will be in attendance? Adults \_\_\_\_\_ Children \_\_\_\_\_

Will food be served? Yes \_\_\_ No \_\_\_ (If yes, will you need the use of the church kitchen?) Yes \_\_\_ No \_\_\_

**What rooms will be needed? (Check all that apply)**

**Family Life Center**

- \_\_\_ Sanctuary
- \_\_\_ Kitchen
- \_\_\_ Nursery
- \_\_\_ Classrooms– Room # \_\_\_\_\_

**Chapel**

- \_\_\_ Sanctuary
- \_\_\_ Conference Room
- \_\_\_ Bridal Room

**Will the audio/visual systems be needed?** \_\_\_\_\_ Family Life Center \_\_\_\_\_ Chapel

**Usage Fees:** (Fees must be paid two weeks prior to the event. If fees are not paid on time, we will assume that the facility is no longer needed)

- Family Life Center- \$200.00
- Chapel- \$150.00
- Sound Technician \$100.00
- Custodian \$100.00 \* A custodian is required at all events. This fee will be assessed for every event.
- Nursery Staff \$ 10.00 (per hour per person) \* Church approved personnel only

Church Use: Date turned in _____	Sound Tech _____
Nursery _____	Custodian _____
Fees Paid _____	

# Church of God of Exeter Facility Usage Form

## General Guidelines of the use of Church Facilities:

Our church facilities are a valuable resource to be used in fulfilling the mission and purpose of the church of God of Exeter. Therefore, it is in keeping with good stewardship to take care of this valuable resource, while providing access to our members and our community. The following guidelines have been established with that purpose in mind.

**Campus:** No alcohol can be served on church property. There is no smoking allowed on church grounds. Guests who smoke should do so on public side walks.

**Kitchen:** Use only food that you provide for your event. Please remove **ALL** food that is not used. Any church utensils (plates, flatware, etc.) and equipment (stove, coffee pots, carts, etc.) that are used must be cleaned and put away before you leave. *The church does not supply paper products or condiments.*

**Family Life Center:** If food is served or eaten in the Family Life Center, all spills and crumbs are to be cleaned up before leaving. You are responsible to be sure that all chairs and tables are put away before leaving. If sports equipment (basket ball goals, volleyball net, etc.) is to be used, it must also be put away. When using the sports equipment, care must be taken to move the speakers and microphone stands out of the way on the stage. These must also be returned to their original positions. It may be necessary to vacuum the carpets, depending on the activity.

**Nursery Rooms:** Authorized child care workers approved by the Church of God of Exeter are the only people to be in charge of the nursery rooms. All diapers and other trash are to be removed before you leave.

**Sound System:** Authorized sound technicians approved by the Church of God of Exeter are the only people to be in charge of the sound system, unless you are bringing all of your own equipment. All church equipment used must be put away before you leave. There will be a fee for all sound technicians utilized.

**Classrooms:** The supplies in the classrooms are only to be used by the Sunday School teachers in these rooms. Any others must bring all of their own supplies (paper, pencils, dry-erase markers, etc.). Classrooms are to be cleaned before leaving, including picking up and removing trash, cleaning off the tables, marker boards, and removing any items brought into the rooms. It may be necessary to vacuum the floors. Classrooms are to be left exactly as you found them.

**General:** All areas used are to be kept clean and returned to an orderly state. Trash is to be removed to the bin in the alley behind the church. Restrooms are to be used appropriately, and lights are to be turned off before you leave. Any air conditioning or heating units that were used must be turned off. The building should be secure when you leave. *Because of Sunday morning service preparations, the Family Life Center must be vacated by 8:00 pm on Saturday evenings unless otherwise negotiated with the church office in advance.*

## I have read these guidelines and understand my responsibilities.

Signature \_\_\_\_\_

(Person in charge of event)

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Signature \_\_\_\_\_

(Church member sponsoring event)

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

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