

Request to Use Church Facilities

Date of Request: _____

Date Received by Church Secretary: _____

Name: *(please print)* _____

Street Address: _____

City/State/ZIP: _____

Home Phone: _____ Mobile Phone: _____ Work Phone: _____

This is submitted to request the use of the church facilities located at 200 Lake Road, Lake Jackson, and to verify that I am a member in good standing with my church. If not a member of Hope Fellowship, please complete the following:

Non-member's home church: _____

Non-member's pastor: _____ Phone: _____

Date of the event: _____ Number attending: _____

Time of the event: _____

Requested building opening time: _____ Approximate ending time: _____

Purpose for which facilities will be used *(if a wedding, Wedding Use Supplement must also be submitted)*: _____

Room(s) to be used: *(please circle each room to be used)* Lobby, Worship Center, Family Room, Kitchen, Activity Hall, Youth Center, Classrooms: 400, 201, 202, 300, 501, 502; Children's wing: 101, 102, 103, 104, 105, 109, 110, Nursery - A "Request to Use the Nursery" form must also be submitted. Use of the nursery includes an agreement to use only workers who have been approved by Hope Fellowship for work with children/youth (including background check).

If the Kitchen will be used for this event, will there be cooking? *(please circle)* Yes / No

Planned kitchen use will include: _____

Will a caterer be used? *(please circle)* Yes / No If Yes, please provide business name, address, and phone number: _____

I have read and agree to the Policies for Usage on the following page and the Indemnity, Damage and Repair statement on page 3:

Signature: _____

Date: _____

Submit completed form to the Church Secretary.

OFFICE

USE ONLY BELOW LINE.

Availability Confirmed & Trustee Board Notified of Request : _____ Advisement of Board Decision by: _____

Deposit Amount per Trustee Board: _____ Decision Notification & Request of Deposit: _____

Advisement to Release Deposit by: _____ Hope Fellowship Sponsor: _____

Policies for Use of the Facilities:

1. If there is need to use the public address sound system, it is necessary to contact the authorized technician in order to contract for his/her services. The church office (979-297-8356) can provide the name and number of the sound technician.
2. No rearrangement of the musical equipment on the stage is allowed without prior permission (contact the church office for permission).
3. All personal items and decorations must be removed immediately following the use of the church facility. Hope Fellowship is not responsible for any items left on church property. Decorations left over night may result in loss of part or all of the deposit.
4. No decorations may be attached to the walls or ceilings.
5. Non-members must use the janitor/custodian provided by the church for set-up and clean-up (see fee below).
6. No rice, petal flowers, confetti or birdseed may be used inside any of the buildings. Birdseed or bubbles only may be used outside the church buildings.
7. There are to be no alcoholic beverages of any kind on the church property (including parking lots). Violation of this policy **will** result in the loss of the damage deposit in full.
8. No food or drink is permitted in the Sanctuary.
9. If the nursery facility is used, at least one paid nursery worker on the Hope Fellowship Approved Worker list must be used along with a second paid or volunteer worker. The nursery checklist (in the nursery) must be followed, and trash, diapers, etc. should be taken to the outside trash dumpster.
10. If other rooms are used, they should be left clean and set up as they were found.
11. For weddings, the terms of the separate "Wedding Use Supplement" also apply.

<u>Fees</u>	<u>Non-members</u>	<u>Members</u>
Damage Deposit (refundable ¹):	\$250	\$250
Usage Fee ² :	\$200	NA
Cleaning and/or setup Fee ³ :	\$100	_____ (see below)
Total Fees:	<u>\$550</u>	_____

¹ Damage Deposit is refundable if the premises are left in a clean and usable fashion (also see #7 above). Any damage to the property as the result of any event will be deducted from the deposit. If the cost to repair any damage exceeds the deposit, the individual or group is responsible to reimburse Hope Fellowship for the repairs. The Damage Deposit may be waived for members in good standing of Hope Fellowship.

² Usage Fee is established per event to compensate for utility usage, maintenance and wear and tear. This is based on the presumption that the length of the event is less than ten (10) hours from opening to closing including clean-up. This fee also includes one rehearsal and/or decorating period presumed to be less than five (5) hours. The Usage Fee is waived for members in good standing of Hope Fellowship.

³ For members, a cleaning fee of up to \$100 may be required for any non-ministry or wedding event held after Wednesday evening (Thursday is janitorial service day) if the nature of the event would likely require additional cleaning before Sunday services. Extra cleaning required for church ministry sponsored events will be charged to that ministry.

Indemnity, Damage and Repairs

1. Hope Fellowship will not be responsible or liable for any and all damages incurred or sustained to the property of any employee, member, attendee or other individual using or occupying the premises at a service, activity, meeting or event held at Hope Fellowship. This includes damages or injuries due to:
 - a) The premises becoming out of repair or arising from leakage of gas, steam, water or from defective equipment or wiring unless such damage is caused by Hope Fellowship's negligence.
 - b) Acts of omission of persons occupying adjoining premises or rights of way.
 - c) The loss or theft of any articles or goods.
2. Those using the buildings, premises and facilities of Hope Fellowship are fully liable for:
 - a) The actions and activities of their members, their guests, their children and themselves.
 - b) Any and all damage to the property of Hope Fellowship while such property is in their care and custody.
3. Damages or repairs are the responsibility of the person or group using the facilities and must be accomplished within ten (10) days. Every effort should be made to make suitable repairs before the next Sunday service or an upcoming major event (i.e. a wedding).
4. Insurance and proof thereof may be required at the Trustee Board's discretion.