

Church Sponsored Group Facility Use Request Form

Date submitted: _____

Event Title: _____

Event Purpose: _____

Organization Name (if applicable): _____

Contact Person Name: _____

Phone Number: _____

Email: _____

Date(s) requested: _____

Event Time(s) requested: _____

Set up Time requested _____

Estimated number of participants _____

Facility use requested (check all that apply)

Kitchen Fellowship Room Grove Refreshment Stand Building Room

Other, please specify: _____

Technology use needed (check all that apply)

Podium Screen Projector Microphone

Other, please specify: _____

None

Additional needs/accommodations (please be specific):

Deposit received: \$ _____ Date: _____

Ziegels Union Committee Decision: Approve Deny Date _____

Reason for denial: _____

Signature (Ziegels Union Committee Representative) _____

General Guidelines for Facilities and Ground use

- The church campus is designated as a smoke-free facility. Smoking is not allowed in any part of the building, including rest rooms.
- The use of any illegal substance on church property is strictly prohibited.
- No alcoholic beverages are allowed in any of the church facilities or on church property.
- Fireworks, firearms and other weapons are not permitted to be carried onto or used on church property.
- Users of church facilities are not to move building furniture or equipment without prior approval.
- Food is limited to the Fellowship Hall and Grove area. Drinks are allowed only in preapproved designated building rooms.
- Users must follow the specific guidelines for use of the kitchen, fellowship Hall, refreshment stand, and Grove area.
- Church furniture and equipment shall not be removed for use off-site.
- Failure to abide by or the willful violation of these policies and guidelines may result in loss of future eligibility to use the facility.
- Congregational use of the church facilities is prioritized and reassignment of designated areas and times may be necessary and at the discretion of the Union Committee.

Building rooms:

- No regulating thermostats in rooms.
- No nails, tacks, staples, or tape may be attached to the walls, carpet, furnishings or equipment
- Use of food and drinks in rooms must be preapproved.

Post Event Basic Cleanup:

- Put trash in containers and leave the space in the same condition it was at the beginning of the event.
- Wipe tables and, if necessary, sweep floors. A sweeper/mop/broom will be placed in the room for cleanup.
- Clean and shut off all kitchen appliances.
- Check restrooms for cleanliness (paper towels in the trash, water off, toilets flushed, etc.) and turn off lights.
- Turn off all room lights and close all room doors.
- Any damage or other problems with the building or any of the facilities should be reported to the Church Sexton. Groups will be held financially accountable for any damages to the facility. The group or organization's Contact Person is responsible to submit payment for all damages and/or loss of church property that may result from the activities.
- Recognize that failure to abide by or the willful violation of these policies and guidelines may result in loss of future eligibility to use the facility.

Church Sponsored Group Facility Request: Contact Person Responsibilities

Each group or organization must designate a contact person/representative who will consult with the church staff in advance of the event and will assume responsibility for:

- Following the General Guidelines for Facility and Ground Use.
- The use of the event must fulfill the Ziegels Union Church Mission and the Facility Use Request form must be submitted in time for the Ziegels Church Union meeting which is scheduled the first Tuesday of each month.–Requested time period must include set up, event, and clean-up needs.
- Making the event a pleasurable experience, by adhering to the following guidelines:
 - o Monitoring the conduct of all persons attending the activity with expectations to be respectful of the property and to maintain noise levels that respect others in adjoining spaces.
 - o Limiting activities and programs to the space that is assigned.
 - o Avoiding possible damage to walls, furniture, and carpet by obtaining preapproval of decoration use.
 - o Limiting the serving of food to pre-approved, designated areas.
 - o Ensuring children who are in attendance are under the control of their parents or adults at all time and are not permitted to roam freely on church property. All children's or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times.
 - o Ensuring fireworks, firearms and other weapons are not carried onto or used on church property.
 - o Adhering to the fire code capacity of the room/designated area.
 - o Entering only at the primary entrance doors: carport or front entrance to the office.
 - o Concluding all activities by 10:00 PM unless the Union Committee approved an alternate end time
 - o Ensuring that church furniture and equipment (i.e., tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the church are used exclusively for ministry functions are not removed from the premises. The group or organization's Contact Person assumes full responsibility for the costs of equipment damage, repair or replacement.
 - o Ensuring the building is reasonably clean and in the same condition it was prior to the event. Basic clean-up includes putting trash in dumpster bin, returning furniture to original setup, sweeping floor if needed, ensuring that all decorations and items associated with the event are removed immediately following the event.
 - o Ensure that all participants have left the property after the event.