

# Building Use Request

## Complete for Permission to Use Rooms at Celebration Community Church

Date: \_\_\_\_\_

Name of Organization or Occasion: \_\_\_\_\_

Organization/Occasion Contact Person \_\_\_\_\_

Phone # & e-mail: \_\_\_\_\_

Celebration Host\* or Staff Contact: \_\_\_\_\_

(\*The host is a representative from the congregation who is associated with the group, and agrees to sponsor the group's use of the building.)

1. If Applicable, briefly explain your organization's mission:

"Not For Profit"? y or n

2. Room(s) Requested: Room(s) requested for use (please check all that apply):

<input type="checkbox"/> Allen Hall	<input type="checkbox"/> Chapel/Fellowship Rm	<input type="checkbox"/> Office Kitchen
<input type="checkbox"/> North Wing Classroom	<input type="checkbox"/> Green Room	<input type="checkbox"/> Ofc Mtg. Room
<input type="checkbox"/> North Wing Nursery	<input type="checkbox"/> Allen Hall Kitchen	<input type="checkbox"/> "Cellar"
<input type="checkbox"/> Outdoors/Grounds		

3. Date/time Requested (include setup and clean-up time):

4. One-time use, or recurring? (If recurring, please include schedule.)

5. Describe the meeting/occasion/event taking place:

6. How many people do you expect to attend?

7. Describe any requested use of church-owned equipment other than tables and chairs/furniture already in room(s) being requested: (i.e., kitchen, kitchen supplies, coffeemaker, audio-visual, computers, sound, musical instruments, stage, sound board, etc.):

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8. Any other special needs/considerations?

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# Building Use Guidelines & Agreement

**Celebration Community Church**  
1650 S. Birch St. Denver, CO 80222 Phone: (303) 756-4994

**PREAMBLE:** In an effort to maintain good communication with the individuals or organizations who use our buildings and/or grounds, a Building Use Request and Agreement must be completed, signed and approved before use can begin. All Building Use Agreements are subject to renewal and approval on a regular basis.

A representative from the congregation who is associated with an organization--or who agrees to sponsor the organization's use of the building--must facilitate the communication and agreement between the church and the organization, and must be present at the time the building is used. We refer to that person as the "host" in the building use request and agreement. (Otherwise, a staff contact person will facilitate.)

## **GUIDELINES AND AGREEMENT:**

1. No one is authorized to use any equipment or rooms other than those included in this agreement. The following is a partial list of items that **ARE NOT** included with building use unless permission is granted and applicable fees for use (and operation by staff, if applicable) are paid before the event:

- the stages and sound boards in the Chapel and/or Allen Hall (no one is allowed on the stages or in the sound areas unless expressly included in this agreement)
- audio-visual equipment, including microphones & speakers
- musical instruments
- appliances
- computers
- furniture and supplies outside of the room(s) being used
- Allen Hall coffeemaker
- dinnerware/paper goods
- food, beverages, condiments

## **Rooms/Buildings included in this agreement are as follows:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Allen Hall           | <input type="checkbox"/> Chapel/Fellowship Rm | <input type="checkbox"/> Office Kitchen |
| <input type="checkbox"/> North Wing Classroom | <input type="checkbox"/> Green Room           | <input type="checkbox"/> Ofc Mtg. Room  |
| <input type="checkbox"/> North Wing Nursery   | <input type="checkbox"/> Allen Hall Kitchen   | <input type="checkbox"/> "Cellar"       |
| <input type="checkbox"/> Outdoors/Grounds     |   |   |

## **Equipment/other items included in this agreement are as follows:**

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2. All users are responsible for setting up their own space, returning all items to the correct place.
  3. Usage fees, set-up/cleaning/operation fees, deposits, and key deposits must be paid according to the agreement, or building use may be terminated. All payments must be made by check made payable to Celebration Community Church. Users must comply with alarm system instructions, lock up, and return keys upon conclusion of building use.

The following fees and deposits are due & payable at the signing of this agreement: \_\_\_\_\_

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4. Arrangements must be made in advance for unlocking the building, set-up, and locking the building. **The arrangements we have made are as follows:**

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5. Users must notify the Church Office if they are unable to use the building at their agreed upon time. Depending upon the timing of notification, building use fees may be fully or partially refundable.

6. List the dates and times of building use and describe any additional special arrangements included in this agreement:

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I agree to fully comply with the above agreements and guidelines. I understand that my deposit may not be returned, and additional fees and penalties may be charged if I or the organization I am representing does not comply with the above guidelines.

Name: \_\_\_\_\_ Contact Phone # \_\_\_\_\_ Date: \_\_\_\_\_

Host or Staff Contact : \_\_\_\_\_ Date: \_\_\_\_\_

### **BUILDING USE CHECKLISTS:**

#### Host/Staff Contact Checklist:

(\*The host is a representative from the congregation who is associated with the group, or who agrees to sponsor the group's use of the building.)

- \_\_\_\_ Building Use Agreement is completed and signed
- \_\_\_\_ Individual or Organization Contact Phone/e-mail rec'd.: \_\_\_\_\_
- \_\_\_\_ Church Emergency Phone Number Provided: \_\_\_\_\_
- \_\_\_\_ Deposit and Fee Collected
- \_\_\_\_ Arrangements to unlock, set-up, and lock the building have been made
- \_\_\_\_ Inspect building at conclusion of event and completion of clean-up
- \_\_\_\_ Deposit returned, if appropriate

#### Office Checklist:

\_\_\_\_ Leadership/Staff Approval \_\_\_\_\_

\_\_\_\_ Deposit Received      Amt. of Deposit      \$150

\_\_\_\_ Usage Fee Received      Amt. of Fee \_\_\_\_\_