

CHRIST CHURCH PCA FACILITY REQUEST FORM

If you wish to hold an event at Christ Church, please read and fill out this Form completely.

BEFORE YOU REQUEST AN EVENT, PLEASE CAREFULLY READ THIS:

Christ Church is pleased to offer spaces in our facilities for your use. However, Christ Church programming/ministries, church members, and other church groups (in that order) hold scheduling priority.

There may be unforeseen emergencies and contingencies (i.e. funerals, weddings, core ministry program, etc.) that will take preference over other building/room reservations. If you wish to schedule an event or reserve a room, you should have a backup in case of these instances, because you may be asked to move or reschedule, sometimes with short notice.

All activities and/or events must be scheduled through the church office no sooner than 120 days prior to the requested date and no later than two weeks prior to the requested date. A response will be provided within one week of receipt of the Form. All fees and deposits are due upon approval. **Receipt of completed building use request form does not guarantee use of the facility. All requests must be reviewed and confirmed by the diaconate of Christ Church.**

Today's Date: _____

Name of Organization Requesting Use:* _____

Name of Responsible Individual: _____ Title: _____

Daytime Phone Number: _____ Email: _____

Are you a member of Christ Church? _____

If not, will a Christ Church member be present (please list name): _____

Date(s) of Event: _____

Backup Date(s) (should your first choice not be available): _____

Request Event Time: _____ Requested Set-up Time: _____

Cleanup and out Time: _____ Number of expected attendees: _____
(large groups may require an event monitor – see sec. 7.2 of the Christ Church PCA Building Policy)

Description of Event: _____

Requested Rooms: Sanctuary _____ Narthex _____

Rooms 106-108 (indicate whether room dividers open or closed) _____

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Individual Classrooms (indicate how many) _____

Classroom furniture requirements (if requesting those rooms):

Requested # Tables: _____ Requested # Chairs: _____

Do you plan to bring food and drink and/or use the kitchen facilities? (If so, please see Building Use Fee

Table for applicable fees and complete and sign **Kitchen Contract**) Yes _____ No _____

Will you use the piano? (If so, you must sign **Piano Damage Rider**) Yes _____ No _____

Are children attending? (If so, read and sign **Child Protection Waiver**) Yes _____ No _____

Do you require Audio/Visual equipment (*e.g.* microphones, recorded music, slideshow, video presentation)?
(If so, complete and sign the A/V Request Form. Note: use of A/V equipment will require payment to a church-trained audio technician) Yes _____ No _____

SET-UP AND TEAR DOWN

You are responsible for your own set-up and tear down, unless prior arrangements are made to have this service provided by Christ Church (an additional fee will apply – see fee schedule). Your space will be available at the approved Set up time and the building must be vacated by the approved clean up time, unless other arrangements have been approved by the diaconate.

EVENT SUPPLIES

All supplies, such as coffee, tea, condiments, paper, and plastic goods are to be provided by those responsible for the event, unless previously agreed upon. Durable kitchen items such as beverage service, pitchers, cookware and dishes are available for use with request. See the kitchen policy for further information.

AUDIO VISUAL NEEDS

A/V equipment may only be operated by trained Christ Church member. A/V operator requests must be made three weeks prior to your event. There may be a fee and it is possible that A/V will not be available for your event. See the Audio Visual Request for further information.

I/we understand and agree to the rules and policies set forth by Christ Church as established the Building Use Policy, including (if applicable), the Child Safety Policy, Kitchen Policy, and Damage Rider. I also agree that if children are in attendance at this event that supervision will be provided for the children. I/we hereby release Christ Church from any and all liability, past, present and future, arising from use of the church facilities. I have read and understand the policies as stated in the Building Use Policy.

I, the undersigned, represent that I have the requisite authority to enter this/these agreement(s) on behalf of _____.

Signature

Date

* If this is the first request of your Organization, please attach to this sheet an additional page(s) describing the nature of the Organization, its affiliation, and a Statement of Faith (if applicable).

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Kitchen Contract

I/We _____ of _____ agree to rent the Christ Church Kitchen at a cost of \$100 per event.

By signing this agreement, I/We agree to the following:

1. Nothing will be placed on top of the stove unless you are planning to cook it.
2. Counters will be wiped with sanitizing solution or wipes.
3. All trash will be emptied in the dumpster outside and clean trash bags will be placed into the containers.
4. The floor will be swept and mopped.
5. All cooking surfaces will be cleaned.
6. All utensils, dishes, pots and pans will be washed and put away in their proper location according to the chart posted in the kitchen. If the dishwasher is used, it should be emptied and left slightly ajar to dry.
7. All leftovers will be taken from the building when you leave and no food or beverage will be left in kitchen and/or refrigerator/freezer.
8. All used linens will be placed in the proper receptacle.
9. All supplies, such as coffee, tea, condiments, paper, and plastic goods are to be provided by those responsible for the event, unless previously agreed upon (To request the use of such products, please indicate below). If approved, notification will be given to Christ Church if the last of an item is used or if an item is getting low, by leaving a note on the whiteboard.

Pantry Item Request (please circle):

Coffee
Coffee filters
Tea Bags
Creamers, Sugars, and other coffee condiments
Coffee cups
Cold beverage cups
Plates, bowls, or saucers
Plastic utensils
Napkins

By signing below , I/WE HEREBY RELEASE AND AGREE TO INDEMNIFY, DEFEND, AND HOLD HARMLESS CHRIST CHURCH PCA FROM ANY AND ALL CLAIMS AND LIABILITY, WHETHER PAST, PRESENT, OR FUTURE, ARISING FROM OR RELATED TO THE USE OF THE CHRIST CHURCH PCA FACILITIES.

Signature

Date

**CHRIST CHURCH PCA
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Piano Damage Rider

This rider must be signed by the same person and with the same title as the building request form.

The undersigned individual and responsible party for the rental of the Sanctuary of Christ Church for the purpose of a music recital/performance, DO HEREBY ASSUME FULL AND SOLE RESPONSIBILITY FOR ANY AND ALL DAMAGES TO THE PIANO CAUSED DURING THE PERIOD OF MY RENTAL BY ANYONE AND, IF DAMAGED, I HEREBY AGREE TO PAY UPON DEMAND FOR REPAIR OR REPLACE OF THE INSTRUMENT AT THE DISCRETION OF CHRIST CHURCH. I agree not to move the piano, and if it is moved, I hereby agree to pay upon demand a fee of \$125 to have the piano tuned at the discretion of Christ Church and the Music Director.

Event date(s) and time(s): _____

Responsible party:

Signature

Date

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Audio Visual Request

A/V equipment may only be operated by trained Christ Church member. A/V operator requests must be made three weeks prior to your event. There may be a fee and it is possible that A/V will not be available for your event.

To request the use of Audio Visual equipment, please complete the following:

Will you need the use of a microphone(s)? Yes _____ No _____

If so, please list the number and type requested (stand, handheld, lapel, etc.): _____

Do you need a projector or will you bring your own projector? _____

If you are bringing your own laptop to be used with our projector, please list the type of computer and software (include version): _____

Does your presentation from the laptop computer include sound (music, audio, or video clips)?

If using one or more classrooms, do you plan to hook a laptop up to the TV screen(s)?

Do you need to play a DVD? Yes _____ No _____

Any Additional Information or Requests: _____

Signature

Date

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Child Protection Waiver

The undersigned and the organization that the undersigned represents (collectively, the Requestor”) understands that the Requestor is renting the facility of Christ Church, and that the Requestor is independent of Christ Church. The Requestor understands that the Requestor is responsible for the supervision of children during the time of the Requestor’s rental of the Christ Church facility. In the event that the Requestor has employees or volunteers working with children, the Requestor acknowledges that it is the Requestor’s sole responsibility to screen, obtain background checks, comply with Texas mandatory reporting requirements, as may be applicable, and supervise children during the time of my/our rental of the Christ Church facility. The Requestor hereby holds harmless, waives, and releases Christ Church from any and all liability, past, present and future, arising from the Requestor’s use of the facility.

The Requestor further understands that Christ Church does not give permission for the use of the playground on the Christ Church property, and THE REQUESTER HEREBY RELEASES, AND AGREES TO INDEMNIFY, DEFEND, AND HOLD HARMLESS CHRIST CHURCH FROM ANY AND ALL CLAIMS AND LIABILITY, WHETHER PAST, PRESENT, OR FUTURE, ARISING FROM OR RELATED TO ANY USE OF THE PLAYGROUND DURING THE TIME OF REQUESTER’S RENTAL OF THE CHRIST CHURCH FACILITIES.

Group _____

Contact Person’s Name _____

Address _____

City _____ State _____ Zip _____

Phones (H) _____ (W) _____ (Cell) _____

Email _____

Signature

Date