

Event Scheduler

First Missionary Church

Event: _____

Requested by: _____

Desired Date – From: ____ * ____ * ____ To: ____ * ____ * ____

Repeat Event Definition: _____

Event Start Time: ____:____ am/pm Event End time: ____:____ am/pm

Set Up Time: ____:____ am/pm Finish Tear Down: ____:____ am/pm

Event Location:

- Class Room _____ Gym/Fellowship Hall Youth Room _____
 Coffee Fellowship Space Kitchen Conference Room
 Sanctuary Other _____ Van/Bus _____
 OFF CAMPUS LOCATION: _____

Number attending: _____ Driver: _____

Staff person coordinating event with:

- Rick Mike Kate Dathen Nate
 Brenda/Nicole/Doug/Penny

Custodian needed to Unlock/Lock

Event description: _____

Music/Performance must be approved by Staff. Approval _____

You may drop off the completed form in the Church Office or:

EMAIL: brenda@fmcberne.com or **FAX:** 260-589-8774

Cost: There is no cost for using the First Missionary Church facility for members/regular attenders. Banquets: Non-church affiliated groups/activities may rent the facility for \$75.00. Weddings: Please refer to wedding form for separate fee structure.

Contact: _____

Day Phone: _____ **Other Phone:** _____

Email: _____

Sign: _____ **Date:** _____

By signing, you agree to the Building Use Guidelines and you will be responsible for any damages.

STAFF USE ONLY

Paid: _____ Cash/Check #: _____ Paper Calendar: _____ Calendar: _____

First Missionary Church Building Use Guidelines

Approved by the Church Board and Effective 1/1/2019

First Missionary Church is to be enjoyed by individuals and groups with at least one responsible adult (21 years of age or older) member or regular attender present.

- Events/Activities cannot violate Scripture or the Core Values of FMC.
- Unless church sponsored, events must provide their own plastic/Styrofoam tableware when needed and table coverings.
- Parties will need to adhere to the agreed scheduled times of use. All Saturday events must conclude by 9:00 pm, due to set-up for Sunday morning schedule.
- It is expected that scheduled events will be responsible for set up and tear down of tables, chairs, and decorations in cooperation with our custodian. Taking trash to the dumpster is expected as well.
- All personal and rented decorations are to be taken down and removed on the day of use and by the end of the scheduled time.
- No church displays, plants, or church furniture are to be moved without permission of the custodian or church coordinator.
- No red drink is allowed anywhere in the building.
- Alcoholic beverages are not permitted on the premises at any time.
- Abide by the kitchen use policy posted in the kitchen.
- Any music played or dancing on the church property should be appropriate for all ages.
- The rooms that you reserve are only available for the day of the scheduled event. No set up or decorating may be done prior to these specific days, unless approved by custodian or ministry staff.
- Each individual or group is responsible for any damages that take place during their occupancy and will be responsible to reimburse First Missionary Church for same. Any damage is to be reported immediately to the custodian or the church office.
- Remember, you may only use that portion of the church you have specifically reserved. The rest of the church building is off limits as it will already be prepared for other church events and services.
- Failure to adhere to the above policies may result in additional fees.

Thank you for abiding by these policies

Costs of Building Use:

Wedding: Please refer to wedding form for exact costs.

Banquets: \$75 for Youth Ministry Center or Fellowship Hall for non-church affiliated groups/activities.

General Use: Free to members and regular attenders.

Please note that events are not permitted on Holidays unless approval has been given by First Missionary Church ministry staff.