



Ministry Facility Request

Ministry: _____ **Ministry Director:** _____
E-mail: _____ **Phone:** (____) _____
Leader in charge and in attendance at event(s) (if other than ministry leader): _____
E-mail: _____ **Phone:** (____) _____

EVENT INFORMATION

Event Name: _____
Date of event: / / **Event start time:** _____ am/pm, **End time:** _____ am/pm
Est. Number of attendees: _____
Brief description of event(s): _____

ANNOUNCEMENT & BULLETIN NEEDS

For announcements and bulletins, refer to the Volunteer Handbook for policies (3 max)

Bulletin Dates: _____ **Announcement Dates** _____
(Recurring events (circle): weekly/monthly S M T W T H F S Time: _____)

BUILDING ACCESS USE & EQUIPMENT NEEDS

Which exterior doors used? Main/Front (Door 1) _____ North (Door 2) _____ Education Wing (Door 3) _____
Need doors unlocked? Yes or No If yes, what time unlocked: _____ am/pm

Rooms requested: (Audio/Visual needs may determine which room will be most useful)

Worship Center _____ Commons _____ Kitchen _____ Jr/Sr High Youth Room _____ Nursery _____
Adult Education Rooms 3-1 & 3-3 _____ Adult Education Rm 2-5 _____ Adult Education Rm 2-6 _____
Choir Room _____ Children's Sunday School Rooms _____ how many: _____

CONTACT INFORMATION

It is your responsibility to contact these people:

Jay Stellrecht (Grounds and Facilities)
Phone: 763-567-3141
Email: jay@buffalofree.org

***Draw diagram a of your preferred room layout with tables and chairs on the back of this form (page 2).**

Heather Thornton (Kitchen Ministry)
Phone: 612-559-7516
Email: heather@buffalofree.org

***Kitchen Ministry Request Form must be completed 30 days prior to event**
****Form is available on our website****

Rick Stadtlander (Audio/Visual)
Phone: 612-518-2850
Email: rickstadt56@gmail.com

***Equipment needs should be discussed with Rick. Write a description of your equipment & operator needs on the back of this form (page 2).**



Ministry Facility Request

Draw a diagram of your preferred room layout with tables and chairs: # of tables _____ types _____
of Chairs _____ Extension Cords _____ Podium _____ Other _____

Audio/Visual Needs: Speakers _____ Projector _____ Access to TV as computer display _____ Microphones _____
Operator Yes/No and if yes, who will be the operator _____

Ministry Facility Request

Rules For Use of Building and Grounds

1. Permits will be issued only for the dates, hours, areas, and equipment specified and include only the nearest restrooms and drinking fountains.
2. All activities must be under competent, adult supervision with the organization using the facilities assuming full responsibility. Members of the activity will not be admitted until the responsible party identified on Ministry Facility Request Form is present.
3. The responsible party identified on the Ministry Facility Request Form is responsible for the behavior of all in attendance at the event, including the responsibility of keeping attendees, including children, in only the areas identified on the Facilities Use Form.
4. Ministry will provide responsible supervision of the entrance area of the building for their activities until the doors are locked.
5. The use of tobacco in any form is prohibited in church facilities.
6. Possession or consumption of intoxicating beverages or illegal drugs in any form in or on church grounds is prohibited.
7. Disorderly conduct is prohibited and punishable by ejection from the buildings and grounds.
8. Food and drink must not be transported from the area designated as allowable for food and drink. Other than an approved event, it is not permitted at all in the Worship Center.
9. Building must be vacated by the time indicated.
10. All legal ordinances pertaining to public assemblies must be adhered to and will be enforced.
11. Rooms and areas used must be left in an orderly condition.
12. A Pastor or Staff member of Buffalo Evangelical Free Church may cancel a permit effective immediately if, in his/her judgment, continuation would be potentially harmful and/or dangerous, or that the program and/or participants actions are not of a moral standard equivalent to that generally accepted in the community.
13. Applicant is responsible for any necessary additional fees required for cleaning, repair, or replacement should extraordinary cleaning, damage, or loss occur, and applicant agrees to pay Buffalo Evangelical Free church whatever costs the church deems necessary to do so.

I have read and understand the "Rules for Use of Building and Grounds". I hereby certify that I am a representative of the above named ministry and am willing to accept the responsibility for observance of the rules and regulations of building and grounds.

Signature _____ Date _____

Signature (approval) of Ministry Director: _____