

Internal Request

(For which a church member is the responsible party.)

Building Use Request Form

Covenant Presbyterian Church

4848 N Five Mile Road, Boise, ID 83713

208-322-5588, office@cpcboise.org

External Request

Name: _____ Event Day & Date: _____

Contact phone number: _____ Email: _____

Church Group or Organization _____

Purpose of function _____

Time of Event _____ How many people are expected? _____

Time of Event (including set-up and clean-up) From _____ To _____

Desired room(s) _____

Is the room OK as it is? Yes _____ No _____ (please note changes or attach drawing of desired set up)

Additional needs for the event: (check all that apply)

Sound (fees will be automatically charged for Sanctuary events) _____

Key to building _____ Kitchen use _____ Podium _____

TV/DVD/VCR/Overhead/Large Screen Projection/ Other _____

(All audio visual presentation materials must be approved by CPC Session.)

Do you need childcare or nursery access for this event? _____

NOTES:

- Please do not advertise your event prior to approval of this request.
- A copy of Certificate of Insurance is required with this request.
- The certificate of insurance must identify Covenant Presbyterian Church as named insured.

Is this a public event? _____ (All public events and free will offerings must be approved by the CPC Session.)

Will there be a charge for the event? _____ How much per person? _____

Will there be a free will offering? _____ Purpose of free will offering? _____

What type of promotion are you using (flyers, radio, TV spots, newspaper, etc.)? _____

Is there someone from Covenant Presbyterian Church involved in the event? _____

Office Use Only: Room(s): _____ Use Fee: _____ Fee Due Date: _____
Facilities/Session Approval: _____ Date Confirmation Sent: _____ Contact Person notified of DENIED REQUEST (date): _____
Reason: _____

Our Expectations

1. We hold an expectation of considerate care be given to the facility, furnishings and equipment. Our church warrants the same or greater consideration than our homes.
2. We hold an expectation that furnishings will be left as is – if you find you must move something, be sure to return it as you found it.
3. Reservation is restricted to approved areas only. Please do not use other areas. We are a busy, multi-use church and other areas are held by reservations as well.
4. No alcohol is allowed on the premises and no smoking is allowed on church grounds or in the building.
5. Rooms will be returned to as good or better condition than they were found. You are responsible to assure the reserved room or area is secured, lights off, windows locked and building secured.
6. Fees must be paid in advance of use. Cancellations made after confirmation will result in a forfeiture of deposit/fee.
7. Users will adhere to health, fire and safety standards.

What the user can expect.

1. Facility use will be consistent with health, fire and safety standards.
2. Your reserved space will be clean and setup as per your approved request.
3. Confirmation of your reservation will be given prior to your event. The church reserves the right to cancel and/or accommodate alternate space. Church groups and individuals have priority for reservation *prior to confirmation*.
4. Any unclaimed items and/or materials left behind more than 2 days following the event will be disposed of.
5. A review of the reserved space will occur following the event. Any security violations, damage due to negligence or damage beyond normal expected wear and tear will be charged to the user.
6. Note: The pastoral staff of CPC reserves the option to extend a welcome at the commencement of your event. A Staff member will be in touch with you regarding this welcome.

Hold Harmless/Waiver of Damages

In consideration of the church granting the permission herein, Permittee agrees to indemnify and hold Church and its officers, agents and the employees harmless from any and all claims, demands, lawsuits, actions of any kind, damages, judgments, amount paid in settlement, costs and expenses (including attorney's fees) which may be incurred or arise out of Permittee's exercise of the permission granted or from any of the Permittee's activities related hereto.

Permittee acknowledges that it will use Church facilities at its own risk and expressly waives any right to make or prosecute claims or demands against the Church for any loss, injury or damage which Permittee may sustain by virtue of the exercise of the permission granted or by reason of any defect, deficiency or impairment which may occur from time to time from any cause of the water supply system, drainage system, heating system, gas mains, electrical apparatus or cable furnished for the event or for any loss resulting from fire, water, tornado, civil commotion, riot, landslides, windstorm, earthquake or other acts of God.

I have read and agree to adhere to the church regulations and policies found on this form.

I am authorized on behalf of the group or organization requesting room reservation.

Signature of Applicant: _____ Title: _____ Date: _____