

Request Procedures

Follow the steps below to request to use our facilities:

1. Read the Building Guidelines and Regulations.
2. Fill out the Building Reservation Application.
3. Mail the Building Reservation Application sheet to:

Attention: Facility Request
Athens Christian Church
PO Box 260
Athens, IL 62613

Building Guidelines & Regulations

Each meeting or event must be cleared with the church office and calendar before planning. The calendar must be clear of scheduled events around that date and time to avoid possible conflicts. The meeting or event must then be noted on the church calendar indicating exact times and exact area(s) of building to be used.

The Family Life Center is not to be used for weekly meetings. Special circumstances should be cleared through the church office at least one week in advance.

Any deviation from normal schedule or area of building used should be cleared with the church office at least 48 hours in advance.

To avoid conflicts with upcoming church events, special weekend events should be cleared through the church office before the beginning stages of planning.

Only the areas of the building reserved may be used. It is the responsibility of the person sponsoring the event to be sure that all children and other guests remain in the designated areas, including the restrooms and entrances closest to the reserved area.

Children should not be left unattended at any time in the building or on the playground.

Only children 8 years old and younger should use the pre-school tables and chairs.

Tables should not be used to sit or stand on.

No smoking or alcohol will be allowed in the church building or on the church grounds at any time.

All areas of the building used must be left clean and ready to be used by the next group scheduled to use that area.

Set-up and tear-down of any tables and chairs are the responsibility of the group using the designated area. The area must be returned to its original set-up before leaving.

Please provide your own supplies; i.e. paper products, coffee/tea, craft supplies, etc.

Turn off all lights before leaving.

Failure to follow guidelines may result in loss of the group's privilege to freely use the church facilities.

NOTE: Please contact church office (636-8463) for information on obtaining entry to the building for your event.

Date: _____ Time: _____ (submitted)

Building Reservation Application

Meeting Information

Please check the box that accurately represents you and/or your organization.

- Community Group*
- Non-member*
- Member of Athens Christian Church

Name of Group/Type of Meeting: _____

Date(s) of Meeting: _____ / _____ / _____ to _____ / _____ / _____

[Wednesday, Friday, Saturday, and Sunday are available only on a limited basis]

[All rooms are only available on a limited basis and only after 5:30 PM]

Time of Meeting: _____ : _____ AM/PM to _____ : _____ AM/PM

Approx. Number in group: _____

Area(s)/Room(s) Requested:

Responsible Person(s)

Name: _____

Email: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Mailing Address: _____

Name: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Mailing Address: _____

***Fees may apply**