

Facility Use Request Form

The RCC facilities are available for use with the first priority being church ministries and, as the facility is available, for family and organization functions. In order to confirm your date on the church calendar this form and the attached Building Use Guidelines form must be completed and signed and turned into the church office. Until these forms are completed and turned in there are no guarantees the facility is available for your event. Please call the church office 1 week prior to your event to arrange for the building to be unlocked.

Date of Ministry/Event _____

Which part of the church facility are you requesting?

_____ Gym _____ Fellowship Hall _____ Single Room _____ Entire Church

Purpose of Using the Room/Facility _____

Time and Length of Event _____

Estimated Time for Setup _____ Estimated Time for Cleanup _____

Number of participants _____

Do you need kitchen facilities? _____ If yes for what purpose? _____

Contact Person _____ **Ministry Dept.** _____

Phone Number(s) _____

If not a member at RCC please provide:

Address _____

City _____ Zip Code _____

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Office Use Only

Date forms received _____ Receiving staff _____

Deposit information (if applicable) Amount paid _____ Date _____
Check number _____

Richwood Church of Christ Facility Use Guidelines

Thank you for your interest in having your event here at Richwood Church of Christ. We want our church to be a place where families and friends can celebrate, groups can work together and lifetime memories can be made.

In order to maintain the facilities in good repair and to ensure that the activities which occur here do not contradict the ministry of Richwood Church of Christ we have developed this list of guidelines for those interested in using our facilities. If after reading this, you desire to schedule your event with us please sign at the bottom of the form.

1. Request for building use must be made at least 30 days prior but not more than 120 days prior to the event by completing the attached the Facility Use Request Form. The exception would be the scheduling of wedding events for members of Richwood Church of Christ. Richwood Church of Christ ministries have first priority for all building use.
2. A \$100 security deposit is required for all persons not members of Richwood Church of Christ or organizations who desire to use the building. Checks need to be made out to Richwood Church of Christ and be dropped off or mailed to the church before the use of the facility is ensured. In the event the party booking the facility cancels at least 15 days prior to the event a refund of the deposit paid minus any incurred expenses will be given. Refunds for cancellations less than 15 days prior to the event will be at the discretion of the Richwood Church of Christ. The security deposit will be returned in full if there is full compliance with all listed guidelines.

The cost of any janitorial or building maintenance issues not completed by the person(s) using the facility will be taken out of the deposit at the rate of \$35 per hour (minimum of one hour increments).

3. The use of the facility for profit making events is generally discouraged, except for organizational fundraising purposes.
4. Consumption of alcohol is not permitted on church property.
5. Smoking is not permitted on church property.
6. All music (live or pre-recorded) used at events held in the facility must be family friendly and free of obscenities, as well as graphically violent or sexual lyrics.
7. The Richwood Church of Christ reserves the right to revoke or cancel any scheduled events when any part of these guidelines are not followed. Revocation or cancellation can occur any time, including during the event. If this rule is invoked there will be no refund of fees or security deposits. When there is a dispute over building usage the decision of the Elders of the Richwood Church of Christ will be final.

8. Only those areas of the church which have been requested on the attached form and then approved will be available for use during your event. The undersigned is responsible to monitor all activities of guests and participants, including children.
9. The undersigned is responsible for event set up and tear down. Set up times will be made at the time the building is booked.
10. The undersigned is responsible for returning all items and furnishings to the original location, mopping dirty spots on the gym floor, vacuuming or sweeping all rooms used, emptying trash cans and carrying all trash to the dumpster located near the garage in the north parking lot.
11. Richwood Church of Christ will not be held liable for any damages or injuries caused by or created as the result of the use of the facilities.
12. The undersigned will be responsible for any and all damages to Richwood Church of Christ facilities or property as a result of your events or guests. The undersigned will be held responsible for compensation to the Richwood Church of Christ for any damages which occur.

The Richwood Church of Christ reserves the right to refuse the use of its facilities to those persons or organizations whose purpose or beliefs are in direct contradiction to the mission of Richwood Church of Christ.

I have read, understand, and agree to abide to the above stated requirements and realize that signing this agreement makes me responsible for this agreement.

Responsible Party Sign Here

Date