

CGS Church Facility Reservation Agreement

Date _____

CONTACT INFORMATION

Person Requesting Use _____

Cell Phone _____

Email _____

FACILITIES REQUESTED

(Please check each and every area of the church facilities that are being requested.)

CGS Kids room Kitchen

Rec. room/Playground Nursery

Classroom(s) Other

If other, please detail here _____

USE INFORMATION

Date(s) Requested _____

Times: From _____ AM PM To _____ AM PM

Briefly Describe the Event Below:

	Member/Attendee	Non-Member
CGS Kids Room Rental	\$0	\$200
Custodial Fee for CGS Kids Room	\$50	\$75

I have read and understand the Facilities Reservation Guidelines provided and will take responsibility for use of the facilities. I agree to these guidelines. *Please attach your check for Room Rental and/or Custodial Fee to this Form.*

Signature & Date _____

For Church Use

Pastor/Administration Approval - Signature & Date _____

FACILITIES RESERVATION GUIDELINES

1. All facility usage must be handled through the application process.
2. Completed Reservation Request Form should be returned to the church secretary/church office.
3. Reservations will be approved on a “first-come, first serve” basis. One weeks’ notice is preferred (If you will need help with set-up & take-down, please give as much notice as possible). I also agree to pay, should custodial services be needed, a fee of \$75.
4. Any person(s), ministry, or class using the facilities are required to leave the facilities in a condition acceptable for Sunday services. No janitorial services are being provided for your event, so it is your responsibility for the following:
 - a. *Restroom trashcans should be emptied on the last day of your event.*
 - b. *kitchen trashcans should be emptied*
 - c. *floors should be clean and vacuumed at the end of your event.*
 - d. *Kitchen sink, counters, floors and appliances should be left clean.*
 - e. *Kitchen and pantry supplies are only to be used by church groups or for official church events, otherwise paper products such as plates, bowls, cups, napkins, plastic ware, etc., are not provided by the church. It is the responsibility of the group using the facility to provide all necessary supplies.*
 - f. *If any kitchen supplies are used, they must be washed in hot, soapy water, towel dried, and returned to proper cabinets and/or drawers. Dishes are not to be left in the sink or in the dish drainer.*
 - g. *All trash that is collected should be placed in the trash receptacles located outside the rear of the church by the bus garage. If full, place on ground beside the receptacle.*
 - h. *Windows should be shut and locked.*
 - i. *All lights should be turned out.*
 - j. *Doors should be locked and pulled closed tightly.*
5. Those using the facilities are responsible for any damages that occur during usage. Please report any known damages to the church office as soon as possible.
6. The facilities should be used in accordance with Christian maturity and in a responsible manner. As the Bible says, “Whether then you eat or drink, or whatever you do, do all to the glory of God.” (1 Cor. 10:31). **Specifically, tobacco, smoking, alcoholic beverages & fireworks are strictly prohibited on or within the church property.**
7. For non-church/ministry events, no objects shall be attached to any permanent fixtures, walls or ceiling with glue, tape or tacks except where accessories of this nature are provided.
8. No sound, computer, or audio/visual equipment shall be used without advance permission and/or without having a qualified person operate it.
9. No church furniture or equipment shall be removed from the church property.
10. No Glitter please!
11. Groups are restricted to only those areas that the group has reserved.
12. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
13. Any person or group must sign the “Church Facility Reservation Agreement” form prior to reservation of church facilities.

USE OF CHURCH FACILITIES. The facilities of the Church, including without limitation its sanctuary, offices, class rooms, and other meeting rooms or facilities (1) when used by the Church, or its members, elders, officers, pastoral leaders, ministry heads, and administrative staff, or by non-member Church attendees, shall be used solely for purposes consistent with the purposes, mission, faith and doctrine of the Church as set forth in the Governing Documents, and (2) if used by other persons or groups with the permission of the Senior Pastor, shall be used solely for purposes not inconsistent with the purposes, mission, faith and doctrine of the Church as so defined. The Church's facilities are not facilities of public accommodation but are facilities owned by the Church dedicated solely for uses that further and promote such purposes, mission, faith and doctrine. The Church shall have the right and obligation to deny the use of its facilities, or withdraw its consent to use its facilities, if any such use would be inconsistent with the Church's purposes, mission, faith and doctrine, as defined in its Governing Documents.

