

Updated: 2-13-2010

Facilities Reservation Request

(North Terrace Church of Christ)

Event Date: _____
Date request received: _____ Rec'd By: _____
Approved by: _____ On: _____
Confirmation sent: _____
Added to Church Scheduler on: _____
Tech needs copied/given to DG: _____
Mail copy to requestor: _____ Total Fees: _____

Dates are not reserved unless final approval is given by the office and any fees are paid in full.

Client must initial here _____ to show that he/she has read our guidelines and understands our policy.

Your Information:

Name of Person/Organization: _____

Organization Address: _____

Contact Phone #: _____ Contact Email: _____

Are you a (circle one): member sister church outside group

Your Event:

Tell us as descriptively as you can about your event. The better the details, the better we will know if we can accommodate your needs.

Event Name: _____

Date(s) Needed (include days for setup, tear down, etc): _____

Times needed in the building: _____

Times the event starts and ends: _____

Estimated Attendance: _____

Rooms needed/requested (check appropriate boxes):

- Family Life Center/Gym (capacity of 900; near kitchen)
- Fireside Room (capacity of 100; attached to kitchen)
- Conference Room (attached to main office)
- Small Classroom (capacity of 25)
- Room 120 (in old Fellowship Hall)
- Kitchen
- Shelter house

Multimedia Needs (check what you need)

Family Life Center/Gym

- VCR playback
- DVD playback
- CD playback
- Computer for multimedia program
- Microphone(s) # of lapel mics needed: _____ # of stand mics needed: _____

Fireside Fellowship Room

- VCR playback
- DVD playback
- CD playback
- Microphone (s) # of lapel mics needed: _____ # of stand mics needed: _____

Tech Fee: Any boxes checked above indicate your need for a tech for your event. Please initial here _____ to show that you understand that the fee for such is \$20 per hour, with a \$40 minimum, which covers one hour of setup and one hour of resetting after the event.

Tell us about your program. Is it a band? An orchestra? Simply some people speaking?

Rental Fees

Please initial by each room that you have requested to indicate that you understand our fee schedule.

- *Members may use rooms at no charge, but they must set up, clean up, and return the room to its original condition in which it was found. If you require set-up help, then the custodial fee applies.
- *All groups must bring their own supplies for their events (tablecloths, cups, napkins, etc.)

Family Life Center / Gym

Large groups may need to rent additional tables/chairs. Rental and return of all items is the responsibility of the renting party.

- Member.....no charge
 - sister church or outside organization..... \$350
 - custodial.....\$150
- (Total: \$_____)

Fireside Fellowship Room

- memberno charge
 - sister church or outside group.....\$100
 - custodial.....\$50
- (Total: \$_____)

Conference Room or Classrooms

- memberno charge
 - sister church or outside group.....\$50
 - custodial.....\$25
- (Total: \$_____)

Kitchen

- member.....no charge
 - sister church or outside group.....\$75
 - custodial.....\$35
- (Total: \$_____)

Shelter House

- member.....no charge
 - sister church or outside group.....\$35
 - custodial.....\$35
- (Total: \$_____)

Summary of Fees:

- * Family Life Center / Gym.....\$_____
- * Fireside Room.....\$_____
- * Conference Room / Classrooms.....\$_____
- * Kitchen.....\$_____
- * Shelter House.....\$_____

(Subtotal of Rental Fees \$_____)

Multimedia Tech Fees

Please write how long your event lasts (hours of actual program itself)= _____
x \$20 per hour= \$_____

Add \$40 for one hour of setup and one hour of resetting equipment: + \$40
(Total tech fees: \$_____)

Subtotal of rental fees: \$ _____
+ Tech fees: \$ _____

TOTAL FEES: \$_____

Please submit a check with this form in order to begin processing your request. Checks are to be made payable to North Terrace Church of Christ.

Initial here to acknowledge that you will bring your own supplies needed for your event.

If for any reason your event cannot be scheduled, your check will be returned to you.
Please use this form when you pay.

For office use only

Payment Received on (date): _____
Check number: _____

By: _____
Amount Paid: _____
Balance Due: _____

North Terrace Church of Christ Facility Scheduling Process

-Check the North Terrace Facility Calendar (on-line or in the church office) for date availability.

Fill out a **Facility Reservation Request Form** in its entirety and turn it in to the church office.

-You will be notified in a timely manner when / if your event is approved.

-Please be advised that your room is not reserved without payment and that you must agree to these conditions before you sign and submit your facilities request.

-Any amendments to your needs (after contract confirmation is made) must be brought to our attention as soon as possible so that proper arrangements can be made.

-Our Worship/Family Life Center will not be scheduled/available for any event ending later than 5:00 p.m. on Saturdays in order to prepare for Sunday worship services. Any exceptions are to be reviewed/approved by the facility scheduling team.

Building Use Guidelines:

-Users agree to leave the room in the condition in which it was found. Trash should be properly disposed of in provided trash containers. Additional trash bags are attached to trash containers for your use.

-Furniture, audio-visual equipment, or other items should not be moved from one room to another. Facilities assistance may be obtained through the building superintendent, Dick Brown (740-453-2951).

-Confetti, toothpicks (except for use with food in designated areas), Playdoh or other similar substances may not be used in North Terrace facilities. Use of any open flame device requires prior approval from the building superintendent.

-Nothing may be affixed to walls, doors, or windows inside or outside that may cause damage to walls or present an undesirable appearance. Special meeting notices or room changes may be requested by contacting the church office (740-453-2951).

-No smoking, dancing, or consumption of alcoholic beverages is permitted on church property.

-Groups must stay within areas reserved for them.

-Food must be consumed in designated areas only.

-Parents are responsible for their children at all times unless the children are participating in a scheduled, supervised youth or children's activity. They are not permitted to roam the building unattended.

-Equipment belonging to North Terrace may not be removed from the church property without prior authorization.

-Technical equipment and musical instruments cannot be touched or used without prior authorization.

-Requests for significant changes in room arrangements, equipment, or services need to be made at least two weeks prior to the event.

-Church facilities may be used by a member for a fundraising event due to the member having a significant loss due to health or catastrophic event.

-Groups or individuals soliciting business for personal or corporate profit, such as Avon, Tupperware, or Pampered Chef, may not use the facility.