

SHILOH HILLS *fellowship*

FACILITY/EVENT REQUEST FORM

Event Name:

Room/Rooms Requested:

- | | |
|---|--|
| <input type="checkbox"/> Worship Center | <input type="checkbox"/> Multipurpose Rm |
| <input type="checkbox"/> Lobby | <input type="checkbox"/> Old Sound Room |
| <input type="checkbox"/> Room 201 (Nursery) | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Room 202 (Library) | <input type="checkbox"/> Room 101 (Grade 2&3) |
| <input type="checkbox"/> Room 203 (Preschool/Pre-K) | <input type="checkbox"/> Room 103 (Grade K&1) |
| <input type="checkbox"/> Room 204 (Sr High) | <input type="checkbox"/> Room 300 (Grade 4&5) |
| <input type="checkbox"/> Room 206 (Jr High) | <input type="checkbox"/> Room 301 (MS Foundations) |
| <input type="checkbox"/> Room 205 (Adult Education) | <input type="checkbox"/> Room 302 |
| <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Room 305 (Resource) |
| <input type="checkbox"/> Lawn | <input type="checkbox"/> Conference Rm |
| <input type="checkbox"/> Church Office | <input type="checkbox"/> Off Campus |
| <input type="checkbox"/> Entry Patio | <input type="checkbox"/> Other _____ |

Date From

Date To

Date(s) Exception

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Day of the week (Please circle)

Sun	Mon	Tues	Wed	Thur	Fri	Sat
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Event Start/End Time

Set Up/Take Down Time

Start: _____	am / pm
End: _____	am / pm

Start: _____	am / pm
End: _____	am / pm

Frequency

- One Time
 Weekly
 Bi-Monthly
 Yearly
 Monthly
 Other _____

Equipment Requested:

- # of Round Tables Needed (30 available)
 # of Rect. Tables Needed (15 available)
 # of Chairs at Round Tables
 # of Chairs at Rect. Tables
 Other _____

Set Up Details

Please draw diagram of room set up, if appropriate.

Sound Equipment Needs:

- # of Mics Needed
 TV/DVD Player Needed
 Piano/Keyboard Needed
 Other _____

Fees:

Fee to be determined by the Deacon Board.

Fee Amount _____ Paid (date) _____

Contact Person:

Phone #:

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I have read the agreement on the back of this page, and I agree to the terms and conditions listed. I will be held responsible for cleaning up after the event.

OFFICE USE ONLY

Administrator Approval:	Date Approved	Fees Paid	Proof in Insurance	RoomMate	Website Calendar
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Please read the following carefully to make sure that you fully understand and can agree with the terms and conditions. The church office staff will be happy to answer any questions.

Clean Up

The person signing this form is responsible for cleaning up the facility after the event. In the event that clean up has to be done by our staff (due to poor clean up or no clean up) a fee of \$25/hr will be charged to that individual responsible.

Respect for Facilities

The facilities of SHILOH HILLS *fellowship* (SHf) have been dedicated to God for purposes of worship, ministry, and fellowship. Everyone using these facilities is expected to conduct themselves and their events in a manner consistent with the purposes of the facilities. Please advise your guests/participants of our church policies.

Church Policies

1. Decorations are subject to approval. All decorations must be removed after event use. Wall, furniture, and equipment damage may result in additional fees.
2. Smoking and alcoholic beverages are not permitted anywhere on church premises.
3. No social dancing is permitted in SHf facilities.
4. Red purple & bright colored beverages are strongly discouraged. Spilling of such beverages may result in additional fees.
5. If a sound tech. is needed, a SHf tech. will need to be contracted or trained at an additional cost.
6. If a custodian is needed for your event (due to set up, clean up, or event operations, the church custodian will need to be contracted at an additional cost of \$25/hr.
7. Room reservations for non-church related activities may be reserved a minimum of 2 weeks prior to the event. Priority building use will be for church related activities.
8. No event may last past **4 p.m.** on Saturday (this interferes with church set up for Sunday).
9. No helium balloons are allowed in the multipurpose room.

If the applicant or his/her guests engage in conduct or activities abusing the facilities or lacking respect for their purposes, they will be asked to vacate the premises immediately without refund or reduction in applicable fees. In this regard SHf will exercise discretion in acceptance of applications and reserves the right to monitor all events. SHILOH HILLS *fellowship* reserves the right to decline an application for use of its facilities if the Deacons of the church feel said use is not in the best interests of the church or is not consistent with the stated goal of using the building for worship, ministry, and fellowship.

Fees/Building Use

If a fee is charged for the use of our facility, the use of tables and chairs is included in that fees. A custodial fee of \$25/hr will be charges for set-up by our custodian. It shall be the sole responsibility of the applicant to pay for, handle delivery, unloading, loading, and return of equipment borrowed or rented. Set up information must be made available to the church office at least 2 weeks prior to the event.

Room Reservations/Cancellation

1. A room may be reserved for a ministry/family event no later than 1 month prior to the date of the event. Priority is given to members first and then to others.
2. SHf assumes no liability if an event must be canceled due to impairment of or inability to gain access to facilities (due to natural disasters, power failure, fire, etc.)
3. In the unlikely event that SHf must cancel for other reasons, SHf will make every effort to provide as much notice as possible under the circumstances, and all fees paid will be refunded.
4. Cancellation by the applicant of an event shall result in refund of fee unless any expenses incurred by SHf in anticipation of the scheduled event.