

CEFC FACILITY USE REQUEST FORM

CEFC, 8477 Route 183, Bethel PA 19507 ~ 610-488-1243

Name of Event/Group: _____

Individual Requesting Use: _____ Date of Request: _____

Phone Numbers: Home _____ Work _____ Cell _____

E-mail Address: _____

Date of Event: _____ If recurring - Start Date: _____ End Date: _____

Time of Event: _____ Time Building/Room will be in use - Start Time: _____ End Time: _____

Other Information:

- This is a Regular Church Activity This is a Non-Church Activity *This is a Wedding/Reception
 I have access to the building (key) I will need access to the building

Facilities needed (please check **all** rooms you plan to use)

- | | |
|---|---|
| <input type="checkbox"/> Worship/Gym – Main Building (MAIN) | <input type="checkbox"/> Modular Building (MOD) Room #301 |
| <input type="checkbox"/> Nursery (MAIN) | <input type="checkbox"/> Room #302 (MOD)—Clothing Room |
| <input type="checkbox"/> The Loft (MAIN) | <input type="checkbox"/> Room #303 (MOD) |
| <input type="checkbox"/> Kids Building (KIDS) Upstairs (large area) | <input type="checkbox"/> Room #304 (MOD) |
| <input type="checkbox"/> Room 102/Café (KIDS) | <input type="checkbox"/> Room #401 (MOD) |
| <input type="checkbox"/> Nursery (KIDS) | <input type="checkbox"/> Room #402 (MOD) |
| <input type="checkbox"/> Downstairs (KIDS) | <input type="checkbox"/> Room #403 (MOD) |
| <input type="checkbox"/> Downstairs - Kitchen Only (KIDS) | <input type="checkbox"/> Room #404 (MOD) |

Equipment needed:

- **Projection/Media (Must be approved by Pastor Dave)
 **Sound System (Must be approved by Pastor Dave)
 Other _____

*Please pay special attention to the guidelines for weddings in the attached Church Facility Use Policy.

**There is an hourly fee for CEFC sound/projection technicians to run the equipment in the FLC for your event.

The person/group using the facility is responsible for set up, clean up, and return to normal set up of the facility.
(See "Facility Use Checklist")

Signature of this form indicates acceptance of all applicable fees and guidelines.

The person/group requesting the use of church facilities hereby absolves the church, its pastors, leadership, members or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly. I have read and understood this agreement and agree to all of the aforementioned rules, regulations and conditions of use.

Date: _____

(Signature of Responsible Party)

For office use only:	Fee received: \$	Check #:	Cash	Date:
Approved by: _____				Date: _____
____ (Calendar)	____ (Office)	____ (Ministry Coordinator)	____ (Other)	

CEFC Facility Use Policy

The church facilities will be available for use for most activities within the church and community with priority given to church activities. All other uses must be presented to the office staff for scheduling and approval by a pastor. The procedure will be as follows:

1. When the facilities are requested, a call must be made to the church office to verify the date is available, if the date is available the request goes to a pastor for final approval.
2. If it is to be used by a ministry within the church, that ministry is responsible for set up, tear down and clean-up of ALL areas used for that time period. (Note: This does not concern regularly scheduled activities such as: AWANA, youth groups, prayer meetings, etc.)
3. The facilities will be available on an “as requested basis” during reasonable hours when our facility is not being used for a church or church-related function. **The maintenance department is not responsible to set up or tear down from any of these functions.** It is our expectation that all activities will not conflict with our CEFC Church Policy. Approval of any activities or events is at the discretion of CEFC. All non-ministry events must adhere to the fee schedule listed below.
4. Weddings are considered church activities, as long as the parties involved are actively attending CEFC. Worship Arts Pastor, Dave Ross (610-488-1243; dave@mycefc.org) **MUST** be contacted immediately when a wedding date has been set. Any sound, projection or accompanist needs must be arranged and approved by Pastor Dave at least six weeks prior to the wedding rehearsal. Please note the hourly fee for CEFC sound/projection technicians to run the equipment in the Main Building for the event.
5. A “CEFC Facility Use Request Form” must be filled out for every activity and turned into the office, along with the appropriate payment. Forms for weddings should be submitted at least six weeks in advance.
6. Funerals are also considered church activities and will be coordinated with the presiding pastor.

Facility Use Fee Schedule			
	MAIN	KIDS	The Loft
CEFC Members	\$100.00	\$50.00	\$25.00
Non-Members	\$200.00	\$100.00	\$50.00

MAIN Sound/Projection Technician Fee	
Sound/Lights Tech	\$20/hour
Projection Tech	\$20/hour

CEFC
Facility Use Checklist

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- ___ If needed, obtain the Main Building (MAIN) and/or Kids Building (KIDS) lockbox combination from the church office prior to date of event.
- ___ If you use church utensils, bowls, coffeepots, etc. please wash, dry and place items where they were found.
- ___ Do not leave food and/or drinks in the refrigerators or cabinets without proper packaging and identification.
- ___ Wipe off tables and return all tables, chairs and equipment used to their proper places after your event. You are responsible to return all rooms used to their normal set up.
- ___ Collect and bag all trash; place inside the dumpster behind the Kids Building. Trash bags, cleaning supplies and vacuum cleaners are stored in the maintenance closets.*
- ___ Clean and vacuum all areas following use. Trash bags and vacuum cleaners are stored in the maintenance closets.*
- ___ Bathroom toilets must be clean and flushed.*
- ___ Make sure all lights are turned off, all doors are locked and buildings are secured before leaving.

!!! Any shortages discovered while using the buildings should be reported to the office as soon as possible.

!!! Report any damage to equipment or property promptly to the church office.

* The MAIN closet is in the lobby next to the sink. The KIDS upstairs closet is in the lobby; the KIDS downstairs closet is by the exterior door.

Thank you for your careful adherence to this checklist.
After Hours/Emergency Contact: Pastor Jon Didden at 484-256-3455