

# Building/Equipment Use or Maintenance Need Form for Regular Church Activities

Form **must be completed and returned to the church office**

When your event becomes public knowledge or a minimum of 14 days prior to your event.  
(please print)

Today's date: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Maintenance requested (light bulb change, clogged drain, etc.):

\_\_\_\_\_

Purpose of event/reason to borrow equipment: .

\_\_\_\_\_

Date and time of event: \_\_\_\_\_

Start and end time building or room will be in use: \_\_\_\_\_

Location of event:

Family Life Center (check one): gym/worship center    rm 201    rm 202    rm 203    stage

Christian Education Center (check one):    upstairs room    102    large group area

Christian Education Center (check one):    downstairs kitchen area only    kitchen/large group area

Modular Building Rooms:    301    302    303    304    401    402    403    404

Other: \_\_\_\_\_

Items needed: (tables & number needed, chairs & number needed, VCR, coffee pots, etc.)

\_\_\_\_\_

**Please return completed form to the "church office" mailbox located at the Welcome Center. Some requests may require approval and then prioritized before being completed. Small items such as light bulbs or clogged drains do not need prior approval. Thank you. John Webb**

Approved by office \_\_\_\_\_ Date \_\_\_\_\_

Approved by maintenance supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approved by senior pastor \_\_\_\_\_ Date \_\_\_\_\_

## **Christ Evangelical Free Church Building Use Policy**

(approved at Elder meeting on 3/13/06)

The church buildings will be available for use for most activities within the church and community with priority given to church activities. All other uses must be approved by the office staff for scheduling, the senior pastor and the maintenance supervisor. The procedure will be as follows:

1. When the buildings 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 the maintenance supervisor for his availability and then for final approval to the senior pastor.
2. If it is to be used by a ministry within the church, the ministry is responsible for set up, tear down and clean up of ALL areas used for that time period.
  - 2.1 This does not concern regularly scheduled activities such as weekly AWAN, youth groups, prayer meetings, etc. only special out of the ordinary activities and meetings. (No security deposit necessary)
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.** Any non-ministry event or demonstration for personal or business gain, or for profit opportunities (i.e. home-product sales), will not be permitted. It is our expectation that all activities will not conflict with our CEFC Church Policy. All non-ministry events require a \$50.00 security deposit to be paid with the building use form.
4. Weddings are considered church activities, as long as the parties involved are actively attending Christ Church. There will be a \$100.00 security deposit (rehearsal and wedding day) for weddings for those in the church. There is no church usage fee charged.
5. Weddings for those not connected in any way to Christ Church will pay the \$100.00 security fee in addition to a \$100.00 usage fee for the wedding. If the facility is to be used for the reception as well that would incur an additional \$100.00 fee. The security deposit to be paid with the building use form and the balance due one (1) week prior to the wedding.
6. A “Building Use Form” must be filled out for every activity and turned into the office at least two weeks prior to the activity. The security deposit must accompany this form in order to be considered scheduled.
7. Funerals are also considered church activities and will be coordinated with the presiding pastor.

## **Christ Evangelical Free Church**

### **Building Use Checklist**

1. Obtain the Family Life Center (FLC) and/or Christian Education Center (CEC) lockbox combination from the church office prior to date of event.
2. Return all tables and chairs to their original configuration.
3. Collect and bag all trash and place inside the dumpster behind Christian Education Center.
4. Bathroom toilets must be cleaned and flushed.
5. Clean and vacuum all areas following use. Ask John Webb where trash bags and vacuum cleaner are stored.
6. Do not leave food and/or drinks in the refrigerators or cabinets.
7. If you use church utensils, bowls, coffeepots, etc. please wash, dry and place items where they were found.
8. Make sure all lights are turned off, all doors are locked and buildings are secured before leaving.
9. Any shortages discovered while using the buildings should be reported to John Webb as soon as possible.
10. **Please don't forget**—if this event is a non-church activity there is a \$50 security deposit; if a wedding the deposit is \$100. Deposit is due in the church office when the event becomes public knowledge or a minimum of 14 days prior to the event.

**This checklist has been established to ensure that we remain  
good stewards of what God has blessed us.**

**Thank you for your careful adherence to this checklist.**