



## CHURCH OF THE LIVING HOPE

1. Review and understand the provisions in this form.
2. Submit completed form to the Administrative Assistant.
3. If approved, Admin Secretary will go through the policies and guidelines with you.
4. Affix your signature at the bottom of this page signifying your agreement.

### REQUEST FOR USE OF CHURCH FACILITY

Purpose of use: \_\_\_\_\_ (Type of activity)

Date required: \_\_\_\_\_ Number of people expected: \_\_\_\_\_

Duration of use: \_\_\_\_\_ : \_\_\_\_\_ am/pm to \_\_\_\_\_ : \_\_\_\_\_ am/pm (include set-up and clean-up time)

Requested by: \_\_\_\_\_

(Name of member making the request)

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

### POLICIES

- The church will only allow functions and activities that are in accordance with its mission, vision, and values. All individuals or groups using the building facilities must agree with and adhere to the doctrinal belief and statement of faith of the church and the activities must not be against such belief, faith and the church's responsibility to the community.
- The church has the right to reverse a previous approval at its own discretion subject to a 48-hour notice before the start of facility use.
- The church will not be liable for any untoward incident that may arise, at any point, during facility use.
- Use of facility for personal purposes is a privilege for members of the Church of the Living Hope. Non-members may use the facility provided they have a connection to the church and in the absence of one, they are encouraged to build the connection.
- Activities must be limited to designated areas agreed-upon. Smoking, drinking, and prohibited substances are not allowed in the church building and its premises.
- Church equipment are strictly off-limits unless manned by church ministry workers.
- Use of church facility must be within **9:00am** to **9:00pm** unless an exception is granted. A maximum of **5 hours** use of church facility including set-up and clean-up.
- The church does not provide security but will recommend if requested.
- A minimum of **\$150.00** is required to cover cost utilities.

### GENERAL GUIDELINES

- **Bring your own disposable dishes and cutlery.** If church dishes and cutlery, they must be washed, dried and stored immediately after your function.
- No cooking nor frying allowed.
- Do not leave unwashed dishes in the sink. Make sure all taps are turned off.
- Tables taken from other parts of the building must be returned after use. All tables must be wiped clean. Wash cloths immediately after use.
- Absolutely no food in the Sanctuary, Nursery, Promiseland, Coatroom and Foyer.
- Spills must be wiped immediately to prevent accidents.
- Sweep floor in the fellowship hall and kitchen after your function.
- Deposit garbage bags in the bin at the back of the building.
- All decorations must be removed immediately after your functions.

- A love gift is encouraged to cover utility cost and upkeep of facilities.

#### **DISHES AND CUTLERY**

- You must provide your own disposable dishes and cutlery
- If church dishes and cutlery, they must be washed, dried and stored immediately after your function.

#### **SINK**

- Do not leave unwashed dishes in the sink
- Clean sink after use
- Make sure all taps are turned off

#### **TABLES**

- Only 12 round tables and 4 long tables will be left in the fellowship hall. All other tables must be folded and appropriately stored. Tables and chairs taken from the PromiseLand area must be returned to where they were taken from.
- All tables must be wiped clean
- If table cloths were soiled during the function, they must be washed.

#### **FOOD**

- Absolutely no food in the Sanctuary, Nursery, PromiseLand, Coatroom, and Foyer.

#### **FLOOR**

- Food or drinks spilled on the floor must be wiped immediately to prevent accidents.
- Sweep and Mop Kitchen and Fellowship hall floor at the end of your function.

#### **KITCHEN COUNTERS**

- Counters must be wiped clean
- Do not leave food on the counter after the function

#### **USE OF WALK IN COOLER**

- Keep door closed and store food in an organized manner
- Immediately clean any spilled food

#### **GARBAGE**

- Do not overfill garbage bags
- Deposit garbage bags in the bin at the back of the building at the end of the function.

#### **DECORATIONS**

- All decorations you use must be removed immediately after your function.

Signed by:

Signed by:

\_\_\_\_\_  
Facility User

\_\_\_\_\_  
Admin Secretary

Approved by:

\_\_\_\_\_  
Chairman/Board of Elder