

Facility Usage Request EVENTS

COVENANT COMMUNITY CHURCH
 2860 Mack Road, Fairfield Ohio 45014
 513-942-5570 / fax 942-5574
 Email: office@fairfieldcov.org

Date of Event _____ Date of Application _____ Time _____ # of guests _____
 Name/Type of Event _____
 Space Needed: _____
 Sponsoring Organization Name _____
 Address _____
 City & State _____ Zip _____ Phone _____
 Contact's Name _____ Email: _____
 Address _____
 City & State _____ Zip _____ Phone _____
 Address to send refund _____

POLICIES

1. All requests are subject to events already on the church calendar. Date must be worked with church secretary and Properties Chair. Facility Request Form must be completely filled out and turned into the Secretary, Properties Chair, and Janitorial staff 3 weeks before event. SECURITY DEPOSIT is due at point of scheduling. All other fees are due 7 days before event.
2. Sanctuary capacity is 300, but seating capacity is only 200. There is an extra charge to seat 200 to 300. If extra seating is needed, this must be worked with church 7 days prior to event.
3. There is **NO SMOKING** in the building and **NO ALCHOLIC BEVERAGES** allowed on the property.
4. Organizers may have access to building 1 hour prior to event and up to 1 hour after the event.
5. Candles may not be used, and decorations may not be attached to the walls. Any banners in place in the sanctuary are not to be removed.
6. If sanctuary sound equipment is needed, a trained sound technician from Covenant Community Church must be secured by our pastor to operate the system.
7. The building must be left as it was found or the security deposit will be used for extra custodial work.
8. Security deposit will be refunded within 14 business days after the event, if all is in order.
9. Exceptions must be worked with pastor in advance.
10. For members, janitorial fee will be waived if responsible parties do their own custodial cleaning.
 - a. All restrooms (mirrors, toilets and floors) must be cleaned. Supplies and "wet signs" are in custodial closet.
 - b. All Windows must be cleaned (*ie...Fingerprints of small children*).
 - c. Vacuum all areas used; return furnishings to original locations.
 - d. If you have any questions, please contact Properties Chair.

FOR OFFICE USE ONLY

Donations	Members <input type="checkbox"/>	Non-Members <input type="checkbox"/>	Paid	Refund & Date Returned
Security Deposit	\$ 100.00 <input type="checkbox"/>	\$100.00 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sanctuary Use	-0-	\$100.00 <input type="checkbox"/>	<input type="checkbox"/>	
Seating 200-300	-0-	\$100.00 <input type="checkbox"/>	<input type="checkbox"/>	
Paper / Plastic ware/ Coffee	\$ 25.00 <input type="checkbox"/>	NA	<input type="checkbox"/>	
Sound Technician	\$ 75.00 <input type="checkbox"/>	\$ 75.00 <input type="checkbox"/>	<input type="checkbox"/>	
Fellowship Hall Reception	-0-	NA	<input type="checkbox"/>	
Janitorial				
Main Level	\$ 75.00 <input type="checkbox"/>	\$ 75.00 <input type="checkbox"/>	<input type="checkbox"/>	
Top level	\$ 25.00 <input type="checkbox"/>	\$ 25.00 <input type="checkbox"/>	<input type="checkbox"/>	
Reception	\$ 150.00 <input type="checkbox"/>	\$ 150.00 <input type="checkbox"/>	<input type="checkbox"/>	
Total	\$	\$		

Signature (Party responsible) _____ Date _____
 CCC Accepted (Properties Chair or Pastor) _____ Date _____