



# FACILITIES USE REQUEST FORM

## *NEIGHBORHOOD ALLIANCE CHURCH*

Requested by: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Desired Event Date(S): From \_\_\_\_\_ To \_\_\_\_\_

Is this a reoccurring event?  Yes  No (if yes list all dates on the back)

Setup Time \_\_\_\_\_ am/pm; Event Start Time: \_\_\_\_\_ am/pm; Event End Time (including cleanup) \_\_\_\_\_ a m/pm

Approximately how many people in attendance: \_\_\_\_\_

Check all that apply:

Connections Cafe'	Sanctuary	Kitchen	Classrooms _____	Bathrooms
Youth Room	Chairs	Nursery	Playground	
Sound /AV	Cry room	Tables	BBQ Grill	

Other Items needed for this event: \_\_\_\_\_

Member:  YES  NO

Facility usage fees <u>NON-MEMBER</u>	Facility usage fees <u>MEMBERS</u>
\$250 Sanctuary/Cry-room/Nursery	\$0.00 Sanctuary/Cry-room/Nursery
\$100 Connections Cafe' / Youth Room	\$0.00 Connections Cafe' / Youth Room
\$150 Sound Equipment and Technician	\$150 Sound Equipment and Technician
\$ 50 Kitchen	\$0.00 Kitchen
\$50-250 Cleaning deposit depending on area used	\$0- 250 Cleaning deposit depending on area used

Usage Stipulations – The applicant, in using the requested facilities, agrees to the following:

1. To supervise the event or activity including the participants and spectators from setup to last one to leave, if you are unable to be here the entire time, please assign a responsible party who will take full responsibility
2. Return the facility to the original way you received it
3. Remove all trash and place it in the outside dumpster
4. To provide for the First Aid and make arrangements for Medical Care, if required
5. To care for and maintain the equipment used and facilities, reimburse NAC for any loss or damage
6. To abide by the rules and standards set forth by NAC, i.e., no smoking or alcoholic beverages on the premises
7. To notify NAC a minimum of twenty-four (24) hours in advance of cancellation of activity or event

By signing I release Neighborhood Alliance Church of Riverton, Wyoming from liability for loss or damage to persons and properties in or on the church property for the duration of the scheduled event, as well as for the duration of all set-up and clean-up for the event. I and my group agree to safeguard the security of the building, and to honor the facility as a place of worship.

I understand and accept my role as "Person in Charge" for this event and will adhere to the guidelines for use of the facility.

Responsible party: (print name) \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_ Deposit Received \_\_\_\_\_

Until the approval is signed by a pastor and a copy returned do not assume the facility is available