



Liberty Community Worship Center FACILITIES USE REQUEST FORM

Please return completed form to the LCWC church office or secretary as far in advance of date requested to confirm your reservation.

1. _____ **Date:** _____
(Group or Individual requesting use)

2. **Address:** _____ **Phone#:** _____

3. **Date(s) Requested:** _____ If recurring-Start date: _____ End date: _____

4. **Time of day:** Begin: _____ End: _____

5. **I have access to the building (key).** **I will need access to the building.**

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

- | | |
|--|---|
| <input type="checkbox"/> Multi-purpose area (Worship Center) | <input type="checkbox"/> Classroom(s) How many? _____ |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Conference Room |
| <input type="checkbox"/> Church Sanctuary | <input type="checkbox"/> Outside Grounds |

7. **Equipment needed:**

- Sound System:** Mics needed _____ (handheld, corded or condensor)
- MP3 Drum Machine CD Player Video Cameras
- Instruments:** Keyboard Organ Drums Guitar Amp(s)
- Additional Instruments(?) _____
- Table(s) & Chairs** **Tables** _____ **Chairs** _____

Please explain activity to be held: _____

Estimated number of people involved: _____

Liability Wavier:

The person/organization 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 or church staff person promptly.
The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility.

Liability Wavier Initial here: _____

Event Hours & Staffing

All events require church staff to be present. Renter may incur additional costs based on staffing needs. However, church will work to use as few as possible to minimize costs.

1. All events are 3 or 4 hours, with 1 hour for setup and breakdown before & after event respectively. There will be a \$50 charge for each additional hour for longer events and for overtime. Charge is incurred after 15 minutes past the event end time.
2. A \$100 refundable security deposit is required at the time of signing the agreement. An additional 50% of the total cost of the rental is due at signing. The final payment must be made on the day of the event prior to start of the event. If full payment is not received, event will not be allowed to start. The security deposit will be refunded after "all clear" has been given by on-site staff person. *See item #7 under Responsibilities after Building Use below.*
3. The church will provide one Sound Tech, Custodian and Security for each event. (Additional security required will be the responsibility of the Renter.)
4. Church can provide greeters, hosts, ushers and additional man power at an additional cost.

Responsibilities after Building Use

Please note that it is the responsibility of the group or individual using the facility to setup, clean up and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into bags and bring it out to the dumpster located at the end of parking Lot A.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
4. If using the kitchen or kitchen related, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office or Staff person on duty.
6. Remove any items put up on the walls or set out in connection with your event. Must be approved.
7. Once clean up and restore is complete, please complete a walk through with Staff on duty for an "all clear." *Failure to complete the walkthrough may result in post usage damage fees being applied if there are damages to the property or items left behind that have to be disposed of by staff.*

Use Guidelines - Signature of this form indicates acceptance of all applicable fees, guidelines and waivers.

Signature of Responsible Party

Date: _____

For office use only:

Approved by: _____ Date: _____