

2024 Building Usage Application Form - First Covenant Church

Today's Date: _____ Date(s) Requested: _____ Recurring: Yes No

Event Name: _____ Expected Attendance: _____

Event Setup / Teardown dates/times _____ / _____ Total Hours: _____

Event Start Time: _____ Event End time: _____ Total Hours: _____

Contact Person: _____ Email: _____ Phone: _____

Commission: _____ **Commission Deacon Signature:** _____

Do you plan to promote your event in any church publication? No Yes (See Office Manager for approval)

What goals do you have for this event? _____

How does your event align with our mission to "Know Jesus and Make Him Known"? _____

801 BUILDING

Areas Requested (Check all that apply): Entryway Gym Restrooms Loft Kitchen Other

Equipment / Supplies: Tables _____ Chairs _____ TV/DVD Podium Tech Audio

Masks Gloves Spray Wipes Fogger Other _____

UPPER & LOWER LEVEL

Areas Requested (Check all that apply): Entryways Restrooms Worship Center Chapel

Conference Library LL Fellowship Hall SS Rooms Nursery Kitchen Other _____

Equipment / Supplies: Tables _____ Chairs _____ TV/DVD Podium Tech Audio

Masks Gloves Spray Wipes Fogger Other _____

Equipment / Supplies Fees: None Fees Waived Total \$ _____

If needed, who is handling Audio / Tech? _____

If needed, who is handling Media / Signage / Promotion? _____

If needed, who is handling Cleanup and Sanitization? _____

List volunteers who are helping with setup / event / tear down and sanitization? _____

Additional Info _____

Signature _____ **Date:** _____ (see backside)

Facility Use Instructions

A. How do I reserve a space at First Covenant Church?

1. Complete this form and submit it to the office (office@fccwillmar.org). The approval / denial process will take about 10 days; but, if you are requesting significant resources or require special approvals – it could take a bit longer.
 - a. The request must come through the appropriate commission presented to the office and signed by the deacon.
 - b. You may be asked to provide additional information or to clarify some of the information
 - c. The deacon & contact person will be notified when request is “*approved*,” “*approved with changes*” or “*denied*.”
2. FCC reserves the right to change, restrict or cancel events entirely at any time. If your plans change or if additional needs arise, contact us as soon as possible so the new request(s) can be answered in a timely manner.
3. First Covenant Church reserves the right to decline permission for use based solely on the discretion of FCC leadership. In this, as in all matters, the Church's choices will be guided by its mission and by the word of God. The Church reserves the right to make a decision regarding facility use that is necessary and proper to serve its religious mission.
4. **Private Events:** *NON-MEMBERS* holding private events at the church shall be charged \$25 per hour (minimum of 2 hours). For events that a building supervisor is required, an additional charge of \$15 per hour will be charged. *MEMBERS* of FCC shall be responsible only for making sure the area they use is left in the condition they found it in or if they are unable to do so, the costs to provide janitorial service to do so.

B. What is expected of me when using the FCC facility?

1. That you recognize that our facility belongs to God and show it the proper respect and care it deserves.
2. That you honor our commitment to keep FCC a smoke, alcohol, gun and gambling -free facility, inside and outside.
3. That you recognize this is a “multi-user” environment and do not disturb other meetings and property.
4. That you refrain from hanging signs, decorations, banners or advertising on the church building or grounds.
5. That you refrain from moving furniture or equipment without prior approval.
6. That you refrain from propping open exterior doors, and only enter and exit through main entrance doors.
7. That you refrain from using church equipment, tech, and musical instruments without prior approval.
8. That you understand the church is not responsible for damaged, lost or stolen personal items.
9. That in the event of an accident (injury or damage to property) you will report it to the FCC office within 1 business day.
10. That you will restore the space to its original condition by doing your own setup, tear down/ clean-up/sanitization.
11. That you keep your activities confined to the area reserved. No one should be wandering throughout the building.
12. That you are willing to work with us to relocate your event in a church emergency or scheduling conflict.
13. That you will have adequate adult supervision as specified in our general church policy:

I have read and understand and agree to abide by these rules and requests.

Name _____ Date _____

— For office use only —

Date to Staff _____ Approved Approved w/changes Denied

Date to Council _____ Approved Approved w/changes Denied

Applicant Notified: _____ Deacon Notified: _____

Assigned Building Supervisor None needed Yes _____

Added to Calendar Copy to B & G Supervisor _____

FOB# _____ Picked Up _____ Returned _____

Event Fees: Waived Equip/Supplies \$ _____ Space Rental \$ _____ Total: \$ _____

Additional Approvals Needed?: No Yes _____

NOTES: _____

Staff Signature: _____ Date: _____

Council Signature: _____ Date: _____