

# 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** held at the church are 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. All fees must be paid in advance of the event.

## 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: \_\_\_\_\_