

CLBC

Request for Building Use (Non-Member)

(Complete and fax or email to church office five working days before date of use.)

Personal Information:

Today's Date: _____ Date(s) Needed: _____

Function: _____ Bldg. Open from: _____ to _____

Person in Charge: _____ Meeting from: _____ to _____

Group/Person Requesting Use: _____

Home Phone _____ Work Phone _____

Person making request is responsible for cleanup _____

Home Phone _____ Work Phone _____

Areas Needed: (Circle area(s) needed)

Auditorium _____ Youth Building _____
Fellowship Hall _____ Sound Board _____
Copy Room _____ Classroom(s) QTY: _____
Kitchen _____ Other _____

Supplies or Equipment Needed: (e.g. markers, tables)

Audio/Visual Equipment Needed: (Overhead, projector, podium)

Fee Schedule for Building Use

Auditorium.....	\$60/hr
Class Rooms	\$25/hr
Kitchen.....	\$40/hr
Fellowship Hall.....	\$45/hr
Sound Technician.....	\$75
Deposit	\$50
Key Deposit (<i>refundable</i>).....	\$25
Custodial Deposit*.....	\$100

* Refundable if adequately cleaned.

FEES

Rental	_____
Deposit	_____
Credit	_____
TOTAL	_____

Will you need sound system? Yes _____ No _____ (Operated by person in charge of this area.)

Facilities Policies & Guidelines
and

Building Clean-Up and Set-Up Guidelines are attached.

PLEASE READ CAREFULLY AND COMPLY WITH ALL GUIDELINES.

FACILITIES POLICIES & GUIDELINES

PLEASE READ CAREFULLY AND COMPLY WITH ALL POLICIES AND GUIDELINES.

Adult (18 years or older and out of High School) supervision is required to use the Youth or main facilities.

Facilities Policies

BUILDING ACCESS - The building is normally accessible through the Church Office between the hours of 9:30 a.m. and 4:30 p.m. Monday through Friday except holidays. If access is required at other times, arrangements should be made through the Church Office during normal business hours (281) 488-0037.

For Building Use, You May Need the Following:

1. Sign out a key to the requested building/room(s). RETURN KEY TO CHURCH OFFICE WHEN THROUGH.
2. Before leaving, MAKE SURE ALL DOORS ARE CLOSED AND LOCKED (INCLUDING FRONT AND SIDE DOORS TO AUDITORIUM), and LIGHTS TURNED OFF.

Use of Building: (ALL meetings: leadership, music, rehearsals, use of tape room, Jr./Sr. High, etc.)

1. **PERMISSION:** NO USE OF THE BUILDING IS PERMITTED WITHOUT ADULT SUPERVISION (18 YEARS OR OLDER AND OUT OF HIGH SCHOOL) IN THE YOUTH OR MAIN FACILITIES.
2. **SCHEDULING:** Normally, use of the building must be scheduled FIVE WORKING DAYS IN ADVANCE ON THE MASTER CALENDAR THROUGH THE CHURCH OFFICE (281-488-0037 – 9:30 A.M. - 4:30 P.M. WEEKDAYS).
3. **SET-UP AND CLEAN-UP:** PERSON IN CHARGE OF MEETING IS RESPONSIBLE FOR FOLLOWING FACILITIES POLICIES AS WELL AS SET-UP AND CLEAN-UP GUIDELINES.
4. **COFFEE AND REFRESHMENTS:** ENTIRELY THE RESPONSIBILITY OF PERSON IN CHARGE of scheduled meeting. Coffee and refreshments are presently NOT INCLUDED in the budget; therefore, we request that you PROVIDE YOUR OWN.
5. **CANCELLATIONS:** In the event of cancellation, it is important to CONTACT THE CHURCH OFFICE as soon as possible (phone from 9:30 to 4:30 p.m. weekdays; recorder after hours.)

SET-UP AND CLEAN-UP

1. Upon completion of event, all rooms are to be set-up in exact manner as received.
2. Rooms not requested in application are not to be entered or used.
3. No food/drink is to be left behind.
4. ALL trash is to be emptied with new liners inserted.
5. Audio/Video devices are only to be used by church designee.
6. Do not block any exits/doorways.
7. Only supplies requested in application are to be used.
8. No facility computers are to be used.
9. All children must be supervised by a guardian.

Signed _____

Date _____