

# SouthPark Christian Church

## Facility Use Request Form

*Note: Must be completed 30 days prior to the first date requested.*

### Introduction

- ❖ The Mission of the Disciples of Christ denomination is “To be and to share the Good News of Jesus Christ, witnessing, loving and serving from our doorsteps ‘to the ends of the earth.’” (Acts 1:8). We hope that if you utilize our church home, that you will do so in a loving and service-oriented manner.

### Request Information

Requesting Group: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_ Adults (18+) \_\_\_\_\_ Youth (13-17) \_\_\_\_\_ Children (under 13)

Reason for Request: \_\_\_\_\_

Will you require Custodial Services to clean up for you after the event:  Yes  No

Contact Person: \_\_\_\_\_

Contact Person's Telephone Number: \_\_\_\_\_

Contact Person's E-mail Address: \_\_\_\_\_

Organization's Website URL (if available) : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

If a deposit is requested, to whom should we write the check to refund part/all of the deposit?

\_\_\_\_\_

Insurance Policy: \_\_\_\_\_

*Note: Please attach a copy of the Certificate of Insurance with SPCC named as an additional insured.*

I have received, read, and agree to the policies outlined in the SouthPark Christian Church Facility Use Policy.

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

## Promoting Your Event/Activity

- ❖ Note that printed materials or information relating to the event that use the “SouthPark Christian Church” name must be submitted to SPCC prior to their use; SPCC reserves the right to disallow use of our name on materials.

## Itemized Fees

Fee Description (from Policy)	Fee
<b>SPCC Functions</b> – No fee	
<b>SPCC Member</b> – No fee for members (for personal use, i.e. bridal showers, birthday parties, etc.).	
<b>Non-SPCC User</b> -- \$300 deposit, of which \$150 will be returned upon satisfactory inspection by the Property Steward(s) following the event.	
<b>Property Steward Fee</b> – It is mandatory that there will be one Property Steward per fifty (50) persons at \$15/hr. nonrefundable.	
<b>Custodial Services</b> – Custodial services are not included in the above fee schedule; if services are needed for the event, these services must be arranged for in advance, and an additional nonrefundable fee of \$150 will be required at the time the deposit for the event is paid.	
<b>Kitchen Use</b> – There will be an additional nonrefundable fee of \$50 if kitchen facilities are needed. A Property Steward must instruct the event coordinator in the use of kitchen equipment in advance of the event.	
<b>Total Fees</b>	

*Note: Exceptions may be made to the Fee Schedule only with the prior approval of the Property Committee.*

*Note: If applicable, refunds will be sent; SPCC will mail the refund check within 3 weeks of the last event date.*

**For Church Use Only**

Will the Property Committee need to open the church? If “Yes,” please note the time(s).  Yes  No

\_\_\_\_\_

Will the Property Committee need to close the church? If “Yes,” please note the time(s).  Yes  No

\_\_\_\_\_

What conflicts – if any – would this group have with the calendar?

\_\_\_\_\_

**Key Process Points**

- ❖ The form must be forwarded from the church office (preferable via email) to the Property Chair and the Board Chair, with the Financial Secretary copied.
- ❖ We allow for an “electronic signature option” for approval from the Property Chair and the Board Chair. This way, if both respond that they approve via e-mail to the church office (officespcc@bellsouth.net), then that will suffice for formal approval.
- ❖ Exceptions may be made to the Fee Schedule only with the prior approval of the Property Committee.

Approved  Not Approved

By: \_\_\_\_\_

(Executive Board Chair/Vice Chair) (Property Committee Chair)

Comments: \_\_\_\_\_

**Payment Processing**

Fee Payment Received: \$ \_\_\_\_\_ Date: \_\_\_\_\_

If Applicable, Refund Sent: \$ \_\_\_\_\_ Date: \_\_\_\_\_