

ORANGE FRIENDS CHURCH

Facilities Use Form

(To Be Completed and Returned To The Church Office)

Vision: That all would know love, wholeness, and hope through Jesus Christ!

Mission: Share Christ's Love with our Local Community through Service, Friendship, and Truth.

Policy Statement:

The facilities at OFC are committed exclusively to the fulfillment of our vision and mission. Therefore, all scheduled events or activities must in some way serve this stated vision and mission.

PROCEDURES TO RESERVE:

1. What date(s) and times would you like to reserve the facility?
2. What is the purpose of your event?
3. What areas of the building are being requested?
4. What equipment is being requested?
5. Who from the church is supervising?

(Someone can be provided at an hourly rate if needed.)

GUIDELINES:

1. Activities must be coordinated and supervised by a member.
2. Non-Reserved areas of the building are off limits.
3. Only authorized people may operate the A/V equipment.
This will be an additional charge of \$25.00 an hour.
4. No smoking in the building, no dancing, or alcoholic beverages permitted on the premises.
5. We request that red punch of any kind not be used in the facility.
6. Painters tape only is to be used on walls or wooden doors if temporary signs are needed to be posted.
7. The building must be cleaned up and returned to its original set up.
Custodial fees will be assessed for additional clean up necessary.
8. Depending on the purpose of the event and the space required, a fee will be assessed according to a fee schedule established yearly by the trustees.
9. Report any property damages to the office. The group assumes liability for repair.

Organization Applying: _____ Contact Name: _____

Phone Number: _____

SIGNED: _____ DATE: _____

For Office Use Only

Fee Assessed: _____ Date: _____