

NORTH CAMPUS BUILDING RESERVATION FORM

FOR OFFICE USE ONLY	
___ APPROVED	___ DECLINED
Date _____	
AMT. OWED _____	AMT. PAID _____
NOTES: _____ _____ _____	

*To reserve a room(s) for any activity, this form must be completed, signed, and returned to **Janet Duncan, Schedule Coordinator**. You will be notified of the availability of your request. **Room requests will not be considered "scheduled" until all fees, if any, are paid in full.***

Date Request Submitted: ___/___/___ **ORGANIZATION/GROUP NAME:** _____

ORGANIZATION/GROUP :ADDRESS _____

E-MAIL ADDRESS: _____

Telephone number: (H) (_____) _____ (WK) (_____) _____

<input type="checkbox"/> SINGLE EVENT	<div style="border: 1px solid black; background-color: #f0f0f0; padding: 5px; min-height: 50px;">FEE:</div>
What is the name of your activity? _____ <small>(Be specific such as Deacon Meeting, Soccer Practice, Baby Shower, Bible Study – Give name of study)</small>	
Date of Event: ___/___/___ Day of Week: _____	
Room Set up Time: _____ Event Time: _____ Ending Time: _____ <small style="margin-left: 300px;">including tear down and clean up.</small>	
Room(s) needed: _____ <small>(if unsure of most suitable room, please call Janet Duncan at 862-6245)</small>	
# of People expected: _____	
Will event need: Kitchen access? Yes No <small>(additional fee may be required)</small> Nursery Yes No <small>(the church does not provide private nursery workers)</small>	
Is this a GLOBAL event? Yes No <small>(pertaining to BOTH Campuses)</small>	

<input type="checkbox"/> ON-GOING EVENT	<div style="border: 1px solid black; background-color: #f0f0f0; padding: 5px; min-height: 50px;">FEE:</div>
What is the name of your activity? _____ <small>(Be specific such as Deacon Meeting, Soccer Practice, Baby Shower, Bible Study – Give name of study)</small>	
Beginning Date: ___/___/___ Ending Date: ___/___/___ Day(s) of the week: _____ _____ Daily _____ Weekly _____ Monthly _____ Other _____	
Room Set up Time: _____ Event Time: _____ Ending Time: _____ <small style="margin-left: 300px;">including tear down and clean up.</small>	
Room(s) needed: _____ <small>(if unsure of most suitable room, please call Janet Duncan at 862-6245)</small>	
# of People expected: _____	
Will event need: kitchen access? Yes No <small>(additional fee may be required)</small> Nursery Yes No <small>(the church does not provide private nursery workers)</small>	
Is this a GLOBAL event? Yes No <small>(pertaining to BOTH Campuses)</small>	

ROOM SET-UP—We attempt to assist with room set-ups if custodial help is available. If we are unable to do your room set-up, you will be given instructions on where to locate what you need. All church property should be treated with care. If you notice any equipment that is not functioning properly, please report it to the Schedule Coordinator so that it can be repaired.

FEE:

None Required

Set-up Required: # of Chairs _____ # of Tables _____ Rectangle Round

TV VCR DVD Player Overhead Projector

Other _____

Describe Needs: _____

TECHNICAL NEEDS: The use of technical items in the LIFE Center requires the scheduling of a certified Technician. There is a fee for this service. Technical Needs— includes the use of microphones, overhead projector, sound board, etc.

FEE:

None Required

Practice Date _____ Start and End time of Practice _____

Type of technical or media need: Choose all that apply

_____ Sound (Music, instruments, microphones, etc.) _____ # of Microphones needed

_____ Video (PowerPoint, DVD, etc.)

_____ Lighting (Special effects lighting)

Additional Details: _____

FEE SCHEDULE: Fees are set by the Elders of Fairfield Christian Church. The Schedule Coordinator and Wedding Coordinator do not have the authority to alter any fees. Any discounts or alteration in fees are to be noted on the contract and requires the signature of at least 2 Elders.

LIFE Center	\$ 50.00/hour
Cafeteria	\$ 30.00/hour
Classrooms	\$ 25.00/hour
Gathering Place	\$ 25.00/hour
Kitchen	\$ 50.00/hour (Griddle usages requires authorized personnel only at additional charge)
Weddings	This is a separate contract—Contact Sara Smith-Wedding Coordinator
Sound Technician	\$ 50.00/hour
Lighting Technician	\$ 50.00/hour
Video Technician	\$ 50.00/hour

- A refundable deposit equal to one hour rental is required to secure a space. Failure to cancel within 48 hours of event will forfeit return of deposit.
- All checks are to be written to: **North Campus of Fairfield Christian Church** and submitted to Schedule Coordinator (Janet Duncan).

OUR PURPOSE:

The North Campus of Fairfield Christian Church is dedicated to presenting Christ in a contemporary, creative and caring way to all people in an environment where families and individuals can grow to their full potential in Christ. Consideration for usage of the property of this church will be guided by this purpose and the availability of our facilities and resources.

FACILITY USAGE POLICY: *please read an initial*

- ____ The ***legally responsible person for the event must be present to oversee the event***. This person must be 18 years or older.
- ____ Events must stay within the time agreed upon so as not to interfere with our custodial procedures of opening, closing and securing our building.
- ____ Parents are to be directly supervising their children at all times. At no time should children be occupying areas that were not directly reserved.
- ____ Alcoholic beverages, smoking, or tobacco products are not permitted in any part of the building or outside premises at any time.
- ____ Food and drinks are only permitted in the Gathering Place, Cafeteria, and certain classrooms. Water only is allowed in the LIFE Center. Always obtain prior approval for serving food and drinks.
- ____ After each event, the responsible party is expected to leave the room as it was found—clean and free of food and trash. You may be asked to return tables and chairs to specific areas where they are stored.
- ____ We attempt to assist with room set-ups if custodial help is available. If we are unable to do your room set-up, you will be given instructions on where to locate what you need.
- ____ All church property should be treated with care. If you notice any equipment that is not functioning properly, please report it to the Schedule Coordinator so that it can be repaired.
- ____ Please do not borrow any items from the church without prior approval through Schedule Coordinator.
- ____ Please do not move or remove any sound equipment or instruments. If at any time it is found that church sound equipment or instruments were disturbed in any fashion it will immediately VOID any reservations and contracts currently in place. All fees paid prior will be NON-REFUNDABLE. Please keep all children away from the stage areas at all times.
- ____ Please do not move/remove from building any electronic equipment, chairs, tables, or accessories of any kind.
- ____ Electronic equipment and musical instruments are not to be touched. Please do not allow anyone to beat drums, bang piano, etc.. This equipment can be damaged and is expensive to replace. (In some cases this equipment belongs to individual people and is left here to be used for church service.) Please keep children away from stage areas at all times.
- ____ Responsible party is financially responsible for any damaged or missing equipment occurring during your event.
- ____ A refundable deposit equal to “one” hour of usage is required to secure the reservation.
- ____ Failure to cancel within 48 hours of event will forfeit return of deposit.
- ____ If the room is returned in the condition it was rented, the full deposit will be refunded.
- ____ No soccer balls in the cafeteria. No baseballs in the building—foam or waffle balls only.
- ____
- **Wedding policies are not covered by this general policy. Please ask specifically for a wedding policy document when scheduling weddings.**

Signature of Renter