

Church of the Rock
 PO Box 313
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 St. Albans, VT 05478



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FACILITY USE FORM rev 02/08

Please refer to information sheet on back for complete instructions.

1. Name of Organization _____ Today's Date _____
 Representative _____ Phone: _____ Other phone: _____
 Billing Address: _____ Email: _____
2. Purpose of use: _____ Small Group Form complete
3. Date and time of use: Recurring Start date: _____ End date: _____

Notes:

	Month/date/year	Time in	Time out	Time of event
Sunday	_____	_____	_____	_____
Monday	_____	_____	_____	_____
Tuesday	_____	_____	_____	_____
Wednesday	_____	_____	_____	_____
Thursday	_____	_____	_____	_____
Friday	_____	_____	_____	_____
Saturday	_____	_____	_____	_____

4. Requested facility:

<input type="radio"/> Sanctuary	<input type="radio"/> Conference Room	<input type="radio"/> Preschool Room
<input type="radio"/> Lobby	<input type="radio"/> Elementaryl Room	<input type="radio"/> Cry Room
<input type="radio"/> Fellowship Hall	<input type="radio"/> Kitchen	<input type="radio"/> Patio <input type="radio"/> Youth Room
5. Number of people expected: _____ Do you require help w/setup? (Fee may apply): _____
 If yes, explain: _____

 (Please feel free to attach a layout of the setup for furniture and equipment)
6. Audio/visual equipment: Yes No Additional charges WILL apply.
 Call COTR media services 802-868-4604 for availability of a qualified technician.
7. Will this event include activities that may require additional liability insurance? Yes No
8. Will food be served at this event? Yes No If yes, please see back for kitchen guidelines & regulations.

I understand and agree to guidelines and regulations on the back of this form. I take full responsibility for any and all damages that may result from the use of the facilities which shall include but is not limited to extra custodial charges and possible repair/replacement costs.

Signature of Responsible Party _____ Date _____

Please see reverse for fees, authorization, guidelines and regulations. Thank you.

FOR OFFICE USE ONLY:

FEES: Attendee Non-Attendee Fee waived

- Half Day includes setup and custodial services \$ 55.00
- Full Day includes Custodial Services \$110.00
- Wedding \$ 110.00 Wedding Non-Member \$165.00

Note: **There is a \$100 Pastoral fee for wedding services in addition to the facility use fee.** Thank you.

- Sound Services \$ 40.00 Musician Fee \$40.00
- Video Services \$40.00 Misc Fee _____

TOTAL CHARGES \$ _____

DEPOSIT \$50.00 Non Refundable _____

Authorized Signature: _____ Date _____

FACILITY USE GUIDELINES AND REGULATIONS

1. This form serves as a request for facility use. It does not guarantee that facility is available until confirmed with the office at THE CHURCH OF THE ROCK.
2. User assumes all liability for any damages or theft that occurs during the use of facility.
3. All furniture and equipment must be returned to original setting at the end of use.
4. Absolutely NO staples or tacks of any kind in walls.
5. Any tape placed on the floor MUST be completely removed.
6. Observe NO PARKING IN FIRE LANE regulation.
7. In case of emergency medical emergency call 911 and Pastor Roland at 527-0224. In case of facility emergency call Gerry Perry at 527-3729.
8. All damages must be reported by 10:00 am the next business day to COTR 802-524-9644.
10. All lights off, windows closed, fire doors closed, thermostat turned down to 58° and entrance doors locked.
11. Certain events may require Special Events Liability Insurance. This will be determined by the Board of Elders.
12. In the event a key is borrowed for opening the facility, it is to be returned in the drop box located to the right of the main entrance doors at the close of the event.

KITCHEN USE GUIDELINES AND REGULATIONS

1. Select a date and check the availability of the kitchen with the Church office.
2. Complete *Facility Use Form* for authorization and confirmation of availability.
3. Linens are not available for use unless preauthorized by Women’s Ministry Leader.
4. Plan the menu for the event. All food items, ingredients & condiments are to be provided by the organizing group. Ingredients for the preparation of food are not available in the kitchen or storage space. Arrangements to bring food for storage in advance of your event must have prior authorization.
5. Review the inventory list prior to your event. The items listed are the property of the CHURCH OF THE ROCK and are not to be removed from facility without authorization. You are responsible to bring any additional cooking and serving equipment. The CHURCH OF THE ROCK stocks paper plates/bowls/cups, plastic utensils, napkins and coffee/tea.
6. Arrange for training in use of the kitchen equipment if necessary.
7. Enlist the help of volunteers to prepare, serve & clean up food, refreshments and serving area, including Fellowship Hall (tables & chairs) following the event. The custodial staff is available on a FEE basis. Contact office for details.
8. DO NOT LEAVE LEFTOVER FOOD without authorization. Any leftover food will be discarded.
9. We understand that accidents happen. In the event of damage or breakage of equipment please leave a note on the counter reporting the damage so that repair or replacement can be addressed.
10. Complete all cleaning the day of the event. Wash and return to the appropriate storage space all cooking equipment, appliances, utensils, countertops, tables and coffee station. Leave a note if disposable items need to be replenished.
11. Leave soiled dishtowels on the counter.
12. Turn off all switches, including stove/oven, coffee burner, fan and lights.
13. Follow all guidelines & regulations in FACILITY USE above.