

EVENT REQUEST

Today's Date ____ / ____ / ____

Event or Group Name _____

Event Date ____ / ____ / ____ Number of People Expected _____

Contact Name _____ Phone _____

Email _____

Set-Up Time _____ Start Time _____ End Time _____

CHECK ACTIVITIES THAT APPLY

- | | | |
|-------------------------------------|--|---|
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Taking Offering | <input type="checkbox"/> Spiritual Teaching |
| <input type="checkbox"/> Worship | <input type="checkbox"/> Ticketed Event | <input type="checkbox"/> Other _____ |

ROOM REQUEST

- | | | | | |
|---|--------------------------------|--|---|--------------------------------|
| <input type="checkbox"/> Worship Center | <input type="checkbox"/> Gym | <input type="checkbox"/> Ministry Center | <input type="checkbox"/> Small Classroom (<16 people) | <input type="checkbox"/> Other |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Lobby | <input type="checkbox"/> Fellowship Ctr | <input type="checkbox"/> Large Classroom (>16 people) | |
| | | <input type="checkbox"/> Nursery | <input type="checkbox"/> Any Available Room | |

EQUIPMENT REQUEST

- | | | | | |
|--|--|---|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Audio Tech | <input type="checkbox"/> Projector | <input type="checkbox"/> 8' Tables _____ | <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Computer Tech | <input type="checkbox"/> TV/DVD Player | <input type="checkbox"/> Round Tables _____ | <input type="checkbox"/> Freezer | <input type="checkbox"/> Easel |
| <input type="checkbox"/> Microphone | <input type="checkbox"/> Coffee | <input type="checkbox"/> Chairs _____ | <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Stage |

NURSERY CARE (Infant-5 years) Yes No

All parties reserving the nursery must provide their own caregivers to staff the nursery. The nursery should be staffed by responsible adults with a ratio of 1 adult to every 5 children.

IS THERE A COST TO ATTEND THIS EVENT? Yes No

COMMENTS _____

How do I reserve a room at Alexandria Covenant?

If you want to have an event at Alexandria Covenant (ACC) and are not affiliated with our church, complete the following steps:

- Complete the Event Request form and submit it to the church office. The approval process may take up to 1 week.
- You will be notified that your request has been either; Approved, Approved with Revisions or Denied. Once approved, the rooms will be reserved for the event and it will be placed on the church calendar.
- Please do not make extensive plans or announcement of event until your event has been approved.

What will we expect of those who use our facility?

- Recognize our facility belongs to God and show it the proper respect and care it deserves.
- All property of ACC is to remain in the church building.
- Children under 16 years on the premises must be supervised at all times by a responsible adult, at a ratio of no more than 5 children per one caregiver.
- Refrain from moving decorations, furniture, musical instruments, etc. without prior approval.
- Refrain from hanging signs, banners or advertising on the church building or grounds without prior approval.
- Refrain from adjusting the thermostats, lighting or fixtures.
- Church equipment in the Worship Center must be operated by the church audio technician only. Volume limit is to be no more than 100 decibels.
- Understand that the church is not responsible for damaged, lost or stolen personal items.
- We expect that you restore the room to its original state by either paying our custodian or doing your own clean up.
- In case of an unexpected emergency (i.e. funeral, etc), you agree to work with us to relocate and/or adjust the schedule.
- Honor our commitment to keep ACC a smoke, gambling, alcohol and drug free environment.
- Animals should not be brought into any part of the church facility, exceptions will be made for animals assisting people with special needs.
- Applicant agrees to assume full responsibility for any injury to persons and damage to property resulting from the use of these facilities and also agrees to assume full responsibility for the actions of the group.
- Certificate of Liability Insurance from your general liability policy, naming Alexandria Covenant Church as an additional insured party applies to all non-church organizations that use the facility.
- All food items will be removed from the kitchen when the event is complete.
- All food served for an event needs to be provided by a licensed caterer.
- Keep all refreshments in the assigned areas only. No food or drinks are allowed in the Worship Center.
- Groups serving food on the upper level of the church will be limited to serving drinks and finger food only.
- Groups of more than 30 people serving food will be limited to the Ministry Center, Gym and Fellowship Center.
- Groups desiring to provide food in all other parts of the church building will need prior approval by the Executive Pastor.
- Recognize that this is a multi-user environment and do not disturb other people’s meeting and property.
- Groups will use the approved rooms only. Keep your activities confined to the reserved area. Children should not wander throughout the building.
- The church reserves the right to schedule other activities and events in other parts of the building at any time.
- Arrangements for unlocking and locking the church building will be arranged when the Facility Request form is approved.

How much will it cost to reserve a room at ACC?

The fees associated with the use of our facility for individuals or organizations outside of the church are listed below.

- Worship Center - \$250
- Fellowship Center - \$150
- Ministry Center - \$150
- Kitchen - \$150
- Gym - \$150
- Custodian - \$100
- Audio Technician - \$100
- Computer Technician \$50
- Other Rooms - \$50/room
- Nursery - \$100

Total cost for event: \$ _____

Signature of responsible party _____

Date ____ / ____ / ____

