

FoothillsChurch

Facilities Use Form

Please fill out this form and return it to Elena Hammond's mailbox in the church office or email it to elena@foothillsstayton.org. You will be notified as soon as possible if your activity fits on the church calendar. If you have any other questions, please call the church office at 503.769.2731.

CONTACT PERSON		PHONE NUMBER	
EMAIL		CELL NUMBER	
SECOND CONTACT		PHONE NUMBER	
EMAIL		CELL NUMBER	
EVENT NAME		DATE(S) REQUESTED	
FC MINISTRY SUPPORTING EVENT		FOOTHILLS LIAISON	

ONGOING EVENT?		IF YES, LIST DATES YOU WILL NOT MEET	
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WHO WILL UNLOCK/LOCK BUILDING & SET ALARM?		NUMBER OF EXPECTED ATTENDEES:	
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SET UP TIME:		A.M. TO		P.M.	BREAK DOWN TIME:		A.M. TO		P.M.
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BASIC GUIDELINES

- Please note that use of the church means employing the facility manager.
- Child care attendant(s) must meet Foothills guidelines.
- The auditorium is 55x90 square feet and capacity is 400 people.
- Smoking is not permitted inside the building.
- Drinking or serving alcohol is not permitted inside the building or on the premises.
- Approval of Saturday use of the facility is based on a case by case assessment and has additional guidelines.

I have read this contract and fully understand that I, , am responsible to inform and enforce the guidelines set forth by this church. I agree to hold the church and its agents harmless for any liability because of any injury or alleged injury to anyone involved with such property. I am also responsible for all set-up and clean-up. Things will be left better than or as they were found. Furthermore, I am responsible for the cost of any repairs or damage to property that may be incurred above the \$100 deposit and this is dependent on the "Follow-up Room Check." Lastly, I am responsible for the security of the building and will not give out the building code.

PRINT NAME: DATE:

SIGNATURE: DATE:

FOR OFFICE USE ONLY

RECEIVED BY:		DATE:	
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Title	Initials	Title	Initials	Title	Initials
Lead Pastor		Worship		Young Child Ministry	
Communications		HS Youth		All-Star Preschool	
Facilities		MS Youth		Administrative Assistant	
Facilities Manager		Children's Ministry		Business Manager	

FEES & OPTIONS

Please check all rooms you will need for the entire activity

×	ROOM	×	ROOM
	Sanctinasion		Nursery
	Kitchen		Room 108: Little Kids
	Room 210/212		Room 110: Big Kids
	Room 214		Youth Building
	Room 208		Prayer Room

Weddings
 Proper preparation for your wedding day is important to our pastoral staff. Premarital counseling is considered essential at Foothills Church. In preparation for your life-long union, we ask that you fill out the additional Wedding Plan Form. Thank you!

	Other	If select "other" please explain:	
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PLEASE CHECK ANY OF THE FOLLOWING OPTIONS THAT APPLY

×	PERSONNEL	COST	FEE	DUE
	Wedding Coordinator	\$50		One month prior to event date
	Sound Tech	\$50		One month prior to event date
	Officiant	\$200		One month prior to event date
	Projectionist	\$50		One month prior to event date
	Custodian	Fee based on room usage*		One month prior to event date
	Building/Sanctuary use	\$350		One month prior to event date
	Sanctinasion only	\$150		One month prior to event date
	Refundable Deposit	\$100		Upon confirmation of event
		TOTAL AMOUNT DUE:	\$	

SET UP NOTES

- All technology (DVDs, CDs, Power Point presentations) must be available to the projectionist 48 hours before event starts. Review of materials by Foothills representative is required.
- Requests for sound equipment (mics, etc) must be made 48 hours in advance.
- It may be possible that any fees may be waived with the approval of Foothills Staff member(s) or Elder(s).
- Additional equipment needed:

Round tables (seat 8):		out of 14
Eight-foot tables (seat 10):		out of
Chairs (padded):		out of
Chairs (folding, padded):		out of
Other:		
Other:		

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Follow-up room check will be made. Room acceptable?

Approved

Refused

Violation:

Date Corrected:

Approved by:

cc: Facilities