

# BUILDING USE REQUEST FORM

Covenant Presbyterian Church

1015 E. 32nd Street, Holland, MI 49423

Church phone: 616-355-2036

Secretary (Stacy): 616-405-8949

1. Person making request and/or responsible for event:

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

Member of Covenant PCA? (check one): Yes  No

2. Purpose for use (wedding, banquet, open house, etc.): \_\_\_\_\_

3. Date(s) of event (include rehearsal date, etc.): \_\_\_\_\_

4. Time(s) of event, beginning to end (remember Saturday deadline of 5:00 p.m.): \_\_\_\_\_

5. Check areas of church needed:

Sanctuary Building

- Sanctuary
- PA System
- Kitchen & Fellowship Hall

Youth Building

- North Upstairs Meeting Room
- South Upstairs Meeting Room
- Kitchen
- Fellowship Hall

6. Approximately how many people will be attending? \_\_\_\_\_

7. Set-up instructions for custodian (please be as specific as possible): \_\_\_\_\_

8. Fees required (please see "Facility Use Fees" on attached pages): Cleaning Deposit \$ \_\_\_\_\_

Rental Fee \$ \_\_\_\_\_

**Total Submitted** \$ \_\_\_\_\_

You must include both the rental fee and the cleaning deposit—the cleaning deposit will be returned after the custodian has approved that the rental agreement has been met. Custodian gratuities are paid by the church. Please return this form with payment made out to "Covenant Presbyterian Church" and mail to Covenant Church, Attn: Stacy, 1015 E. 32nd St., Holland, MI 49423. **Your reservation will not be confirmed until cleaning deposit and rental fee are received.**

9. Cancellations: 25% of rental fee is nonrefundable unless a cancellation is made at least 4 weeks prior to the event.

<b>Office Use Only</b>				<b>Payment received</b>	
Info to:	Name	Date		Cleaning Deposit:	_____
Sound				Rental Fee:	_____
Custodian				Date Deposited:	_____
Payment to:	Name	Date	Check #	Cleaning Deposit Returned	
Sound				Date:	_____
Custodian:				Check #:	_____

# RENTAL GUIDELINES AND GENERAL POLICIES FOR USE OF THE CHURCH FACILITIES

Covenant Presbyterian Church  
1015 E. 32nd Street, Holland, MI 49423  
Church phone: 355-2036 | Secretary (Stacy): 772-2484

In an effort to avoid scheduling conflicts, Covenant Church maintains a master calendar. It can be viewed online at [www.covenantprez.com](http://www.covenantprez.com). If you are organizing a church event, scheduling a meeting or wish to use the facilities, please put your item on the church calendar by calling Stacy Veenstra at 772-2484.

## **Policy Statement:**

These facilities are intended for church purposes first. On occasion we allow other community, family or personal activities, but we will not allow activities which interfere with the church's program or violate the Christian principles of our church. Social functions not related to church activities will not be allowed on Sunday. These facilities shall also be available to groups who are part of our denominational and related Kingdom agencies.

## **Responsibility of Applicant:**

1. Responsibility: Any applicant must agree to assume all responsibility for the use of the facility and observe all regulations.
2. Proper Supervision: All groups shall be accompanied by an adult supervisor whose responsibilities shall include discipline, proper use of facilities, meeting group at arranged door, vacating premises at arranged time, and returning the facility and/or equipment to the order and condition in which it was found.
3. Hold Harmless: The applicant must agree to save and hold harmless Covenant Presbyterian Church and must agree to assume responsibility for all liabilities arising incidental to the use of the church facility and/or parking lot, it being understood and agreed that Covenant Presbyterian Church assumes no obligation respecting the use of such facility or parking lot.
4. Restitution: The applicant must agree to assume all responsibility for the use of the facilities and observance of the regulations. It is agreed that any damage to the building, furniture, equipment, or any special cleaning required due to spilled food and/or drink, shall be paid by the applicant.
5. Groups using the facilities will be responsible for general clean-up after the event. This includes, but is not limited to all trash deposited in the dumpster, stains properly treated and removed, tables and chairs put back as found, and lights out. In the event the church's custodian is not present, those using the building must see to it that all lights are turned off and all doors locked.

## **Specific Policies:**

1. Use of the facilities shall include the specific area required, entrances, restrooms, and accessible halls and/or doors.
2. Any misuse of the facilities and/or equipment may result in immediate termination of scheduled activity without refund, and denial of future use.
3. There may not be any tobacco use, dancing, or intoxicating beverages in any of the facilities.
4. Nothing shall be sold, exhibited, or displayed without prior permission of the Session.
5. No thumb tacks, nails, screws, or tape may be used on the furniture or walls.
6. Red or purple beverages are not allowed.
7. The throwing of rice, confetti or birdseed on the church property is prohibited. Bubbles are permitted.

8. Tables and chairs must be put back as found.
9. Unlabeled items left behind may be used or disposed of at the custodian's discretion.
10. The specific use of or activity in any of the church's buildings shall be subject to prior approval of the Building and Grounds Committee, along with any use of ornamentation, equipment, or supportive apparatus.
11. Covenant Church maintains the prerogative of refusing any request for the use of church facilities by any individual group or organization.
12. Non-profit organizations which request use of the facilities may receive certain financial leniencies per the Session's decision.
13. Approval of use for family gatherings will be on a "first come/first served" basis.
14. Reservations are confirmed only when the cleaning deposit and rental fee are received.
15. A church member may be present in the building during any non-member event.
16. All activities must conclude by 11:00 p.m. Sunday through Friday, and by 5:00 p.m. on Saturday, for both facilities. The Youth Building may be used after 5:00 on Saturday for Covenant Church group activities, by special prior approval of the Session.
17. Facilities are not available for rental on Sundays.
18. The party using the facility must provide its own paper supplies.
19. Food and drink are not allowed in the sanctuary.
20. The church facilities are not a gymnasium for running around; please instruct and control your children in this matter. This is out of respect for our building, as a place for worship.

### **Kitchen Use:**

1. Each kitchen rented must be left in good order and properly cleaned with everything put away and cleaned after each meeting, gathering, or social event. All dishes and utensils shall be washed, dried, and returned to their proper place in the cabinets. If you use any kitchen towels and dishcloths, leave them on the counter for the custodian to clean.
2. Care is to be exercised in the use of all equipment; please read any applicable equipment manuals to operate, or ask for help.
3. The coffee maker uses a special grind of coffee or it will not work properly. If you desire coffee to be available, please do not use your own coffee in this machine. Make arrangements for this before the event.
4. Utensils and/or equipment may not be removed from the facility.
5. Use of table covers and paper products is not included in rentals.
6. Cream and sugars must be in individual packets; no open containers allowed.
7. Do not leave food out on the counters overnight. Food that is left on the counters will be discarded.
8. All dry foods must be stored in sealed containers.
9. Red or purple beverages are not allowed.

### **Equipment Rules:**

1. Folding chairs and tables may not be removed from either building without prior permission of the custodian.
2. Equipment may not be borrowed, and must not leave the facilities, without prior approval; any equipment used must be returned promptly.
3. Disability equipment may be signed out by calling the custodian.
4. All other church equipment, including the Cargo King trailer, is to be used for church use only.

FACILITY USE FEES				
	Member Rental	Member Cleaning Deposit	Non-Member Rental	Non-Member Cleaning Deposit
<b>SANCTUARY BUILDING</b>				
Sanctuary (Wedding)	\$100	\$50	\$400	\$200
Sanctuary (Non-Wedding)	\$75	\$50	\$300	\$200
PA System	\$50	—	\$100	—
Kitchen & Fellowship Hall	\$100	\$50	\$200	\$100
<b>YOUTH BUILDING (no PA system)</b>				
North Meeting Room	\$25	\$25	\$100	\$50
South Meeting Room	\$25	\$25	\$100	\$50
Kitchen	\$25	\$25	\$100	\$50
Fellowship Hall	\$25	\$25	\$100	\$50

### NOTES REGARDING FEES:

#### Weddings:

1. For the “member” rate, the bride or groom, or one of their parents, must be a member of Covenant Church.
2. If none of the immediate wedding party is a member, building use must come on the recommendation of the Pastor and be approved by the Session.
3. Wedding rentals include the sanctuary and up to two meeting rooms downstairs.

#### Other Events:

1. There is no charge for funeral services for our members, including using the Sanctuary, Sanctuary Kitchen, and Fellowship Hall.
2. There is a \$50 charge for holding an Open House for the Covenant congregation.
3. Organizations may pay the member rate if Covenant members are also members of that organization and will attend the event for which the building is being used.
4. For recurring meetings, the fees shown are for each meeting, but only a single deposit is required.

#### General Notes:

1. Cleaning Deposits are refundable if premises are left reasonably clean, with no damages.
2. Refunds: 25% of the rental fee is not refundable unless cancellation is received at least four weeks prior to the scheduled event.
3. Alcohol may not be served, regardless of the event.
4. Use of the PA system includes our operator to operate the sound equipment; we do not have equipment to record video.