

LifePoint Church

Facility Request Form—Personal Use

(i.e.—showers, birthday parties, open houses, etc.)

This form is necessary to reserve rooms at the church for personal use. Please complete this form and submit it to **Janet Johnson (jjohnson@lifepointindy.com)** in the church office. **Personal events cannot be approved more than 30 days in advance of the event.**

Date Request Submitted _____

Contact: _____ Phone: _____

Email address: (please print clearly)

Name of Event _____

Brief Description:

Event Date: _____ Start Time _____ End Time _____

Time you will arrive to set up _____ Tear down will take _____ minutes

Specific Room(s)/Area Requested _____

Projected number of attendees _____

Furniture Needs (i.e. tables, chairs, what quantity) _____

(Please note that we do not permit the use of church tablecloths for personal events.)

Audio/Visual Needs (i.e. microphone, TV/DVD player, etc.) _____

Personal Use Fees

There is a **\$50 usage fee plus a separate, fully refundable \$50 deposit** for all personal events held at the church (i.e.—showers, birthday parties, graduations, etc.). Fees must be paid before the event can be confirmed on the calendar. We ask that the fees are paid as two separate checks so that the deposit check can simply be returned if not needed.

Set-up / Tear-down Policy for Personal Events

*All set-up and tear-down, as well as opening and closing for the event, will be the responsibility of the event requestor. The event requestor will meet with a member of the church custodial staff **prior to** the event to receive keys and instructions for opening and closing procedures.*

Names and phone numbers of those responsible for setting up and tearing down:

Please be aware that all those using the church for personal events are expected to return the facility back to a **Sunday Ready** condition. For example, all floors must be swept/vacuumed and mopped as needed. All trash must be taken out. Bathrooms must be checked for flushed toilets, counters wiped down, and any messes taken care of. Thermostats must be reset, doors locked, and lights turned off. You will be given a check list at the time of your walk through with a custodial staff member. Failure to properly clean the facility, or the use of unauthorized rooms, will result in a loss of your deposit.

For office use only

___ Approved ___ Denied / Requestor notified _____ Put on ACS calendar _____

___ Paid: Usage Fee Check # _____ Deposit Check # _____