



Evangel Community Church Facility Rental Request

PERMIT # _____

Evangel Community Church has been built to the Glory of God. It is of the utmost importance that any event held within this building be in line with Christian values in respect to content and conduct.

Date Of Application: _____ Organization Name: _____

Organization Contact's Name: _____

Address: _____

Contact Number: _____

Purpose of Activity: _____

Area(s) or Room(s) Requested:

- Sanctuary **[NOTE: Sanctuary requires a mandatory fee of \$50 to reset the platform.]**
- Gymnasium Downstairs: Rm #101 #102 #103
- Kitchen Upstairs: Rm #205 (Board Room) Rm #206/#207 (Media Room)
- Library Rm #209

Will you be bringing in any special equipment. Yes No

Are there any special needs in equipment supplied through ECC. Yes No
(Additional fees may be applicable)

*When using sanctuary, you may require an Audio/Video Technician. This Technician **MUST** be selected by the Music Pastor and a mandatory fee of \$50.00 is required.*

Do you require an A/V Technician: Yes No

Date of Event: _____ Time of Event: _____

Event Set-up Times: _____ Event Tear-Down Times: _____

Rehearsal Dates Required: _____

Are you charging admission? Yes No If yes, please indicate the amount: _____

Purpose for the fee (check the appropriate answer(s):

- to cover costs.
- to raise funds for a charity (indicate the name of the charity): _____
- to obtain a profit.

<u>FEES STRUCTURE</u>	
Sanctuary Rental Fee (incl. Platform reset fee \$50)	\$200.00 (\$150. waived for Members & Adherents of E.C.C.)
Custodial Fee	\$ 60.00 (waived for Members & Adherents of E.C.C.)
Sound Technician (if required)	\$ 50.00
Classroom Fee	\$ 40.00 (waived for Members & Adherents of E.C.C.)
Gym/Boardroom	\$100.00 (waived for Members & Adherents of E.C.C.)

Above Fees are to be paid to the church upon approval of facility request.

Rules & Regulations:



- A. Requests for facility should be received at least twenty (20) days in advance of the activity.
- B. You will be given an answer to your request within ten (10) days of submitting it. All requests must go to the pastoral staff for approval. Approval will be assessed, in particular, according to the proximity of Evangel Community Church events. In some cases, approval by the board of deacons will be required according to our constitution (in these cases, an answer to your request will be given immediately following the next board of deacons meeting).
- C. All rooms used must be left in the exact condition and order they were found.
- D. Evangel Community Church reserves the right to revoke this contract.
- E. Groups utilizing Evangel Community Church facilities must conduct themselves in a way that recognized the church building as the House of God.
- F. Smoking and alcohol is prohibited anywhere on the ECC property.
- G. Facility to be used only for purpose designated in this contract.
- H. All applicable payments to be made to ECC upon approval of contract.
- I. Lessee agrees to conduct their activities on the premises so as not to endanger any persons. Evangel Community Church will not be liable against any and all claims for injury to persons or property arising out of events under the control of the Lessee, its agents or employees.
- J. At the discretion of Evangel Community Church, a certificate of liability in the amount of \$1,000,000 is required to be attached to this form, naming as addition insure: Evangel Community Church.
- K. Failure to comply with any of the above regulations will result in the forfeiture of further building use.
- L. If a fee is being charged for individuals attending your event, then rental costs apply to both members and non-members of Evangel Community Church.

I request the use of the above facilities, agreeing to adhere to regulations and payment fees as outlined on this facility request.

Applicants Signature: _____ Date: _____

For Office Use Only: PERMIT # _____

Approval: YES: NO: Fees Payable: Total _____ Paid YES: NO:

Signature: _____ Date: _____

Copies of Permit To: Applicant // Custodian // Original to Office