



CALVARY CHAPEL SANTA FE SPRINGS

WORD · PRAYER · WORSHIP · MISSIONS

CHURCH BUILDING REQUEST FORM FOR WEDDINGS OR FUNERALS

Event: Wedding / Funeral / Other (please circle one)

If other, please explain: _____

Contact Name: _____

Contact Email: _____

Contact Phone Number: _____

Date(s) Needed: _____

Time Needed For Event: _____

Number Expected to Attend: _____

1. GENERAL POLICIES

- a. Any wedding/funeral scheduled must not conflict with the regularly scheduled Calvary Chapel SFS activities.
- b. All activities must be scheduled to have a staff member(s) present at all times (Someone with the authorization to lock and unlock the facilities)
- c. Priorities of use of facilities are in this order: 1) Regularly scheduled services and meetings of the congregation; 2) CCSFS sponsored ministries 3) Requests for use
- d. All weddings/funerals can be scheduled only for Mondays & Fridays after 5pm or Saturdays after 10am.
- e. All Monday and Friday events must be scheduled so that the event and clean-up, by users, is completed by 10pm. Saturday events must be scheduled so that the event and clean-up, by users, is completed by 5pm.
- f. Equipment (tables, chairs and other equipment) are not permitted to be used away from the church property.
- g. The church facility is NOT available for receptions following event.

2. USER REQUIREMENTS

- a. Reservations must be made by contacting the Church Secretary.
- b. Reservations will not be complete until the "Church Building Request Form" has been approved and returned to the person requesting use of the facility.
- c. The users must restrain members of its group from using and going to other parts of the facility that have not been scheduled for use.
- d. User must supply all materials for their gathering. Church materials and/or supplies are NOT available for their use.
- e. Nothing may be affixed to walls or furniture without prior consent by the pastorate.



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- f. The following is prohibited on all church property: smoking, smokeless tobacco, alcoholic beverages, pets/animals (with exception of seeing-eye dogs).
 - g. If you break something, you will be responsible for the cost of repair or replacement. If you discover something in need of attention or repair, please notify the staff immediately.
3. MISCELLANEOUS RULES AND EXPECTED CONDUCT
- a. All rooms are to be left in the order in which they were found.
 - b. Each group using facilities is responsible for providing its own supplies and materials.
 - c. User is required to contact Church Staff if audio/visual equipment is needed at the time of submitting this Request Form.
 - d. Materials displayed and activities conducted during the building use must be in keeping with high Christian ideals and are subject to review and approval by the pastorate. Authorization for use of the facilities may be terminated immediately by the pastorate if materials and/or activities are deemed inappropriate.

Yes, I have read and I understand the church policy for facility use.

No, I do not agree to these policies or have questions regarding the use of the facility.

Signature: _____

Print Name: _____

Comments or Questions:

Office Use Only:

Approved by: _____

Date: _____