



ILPC FACILITY USE REQUEST FORM

All items must be approved by church staff

If you need a set-up of tables/chairs, etc. attach a schematic drawing with details of how you want set up to this form. Set-ups are required at least one week prior to the event.

Name of Requesting Person/Organization/Ministry: _____

Email: _____ Phone #: _____

Reason for desired use: _____

Date(s) needed (please include day of week): _____ Time(s): _____

Number of people involved: _____ [] Daily [] Weekly [] Monthly [] Once [] Other: _____

** We are thankful that you want to use our facility and we are happy to accommodate, but in order to help offset the cost of lights, heat & air, and custodial fees, we do have to charge for each event use at ILPC. Usage fees are assessed by staff, and custodial services are required for all events. You will be called and asked to confirm before event is scheduled on calendar.**

Facilities Requested: Based on # of people	<u>Usage</u> (if required):	<u>Custodial</u> (required for all events):
[] Gymnasium (CLC)	\$100 per hour & up	\$100-\$150 (based on number of people)
[] Worship Center	\$100 per hour & up	\$125
[] Kitchen*	\$50.00 per hour*	
[] Parlor (holds 5 round tables, 6 rectangular)	\$50.00 per hour & up	\$50
[] Pavilion** (has 4 picnic tables)	\$50.00 per hour**	\$50
[] Other Room(s)	\$50.00 per hour & up	\$50

List Other Rooms/Areas Request _____

*Kitchen is expected to be clean when you leave. Please return all kitchen items to main kitchen upon end of event.

*Pavilion users are required to bag all trash, and all ashes after they've cooled, and take to the dumpster (located behind church).

Sound System	\$50.00/1 st hr; \$25.00/ea. add'l hr	}	<i>ILPC does not have paid staff to run equipment. Fees charged go to pay persons trained to run ILPC equipment.</i>
Media System	\$50.00/1 st hr; \$25.00/ea. add'l hr		

*SOUND SYSTEM NEEDED? Yes No # Hrs Needed _____ Sound Charge: \$ _____

*MEDIA SYSTEM NEEDED? Yes No # Hrs Needed _____ Media Charge: \$ _____

Total Fees: \$ _____

Please Turn Over

_____ (initial here) YOUR INITIALS INDICATE THAT YOU HAVE READ & AGREE TO THE FOLLOWING USE POLICY.

1. If children accompany parents, they are to stay with their parents at all times.
2. If groups of children are involved, they are to be supervised and stay with their leaders in the assigned area.
3. Come by the church office one week prior to event to be assigned a door access key code.
4. Responsible person agrees to replace or compensate the church for any damage or loss incurred through their use.
5. Turn off lights and lock all doors when leaving.
6. You will not share your electronic key code with anyone. (Contact church office to get an entry key code 1 week prior to event)

_____ (initial here) YOUR INITIALS INDICATE THAT YOU HAVE READ & AGREE TO THESE RENTER RESPONSIBILITIES.

In Indoor Areas the renting party is responsible for cleaning off all tables, putting all trash into trash cans, and washing all dishes before you leave. Custodial services for Indoor Areas includes removing bagged trash, set up/break down of room, and cleaning of bathrooms, floors, doors, and windows after event.

For the Pavilion the renting party is responsible for cleaning tables and grills, bagging cooled ashes, bagging trash, and taking both ashes and trash to the dumpster.

Moving of any church property during your event needs to be returned to its original location after your event. Thank You.

I agree to supply to Indian Lake Peninsula Church a Certificate of Insurance, as proof of liability insurance to cover the event being held at their facility. If there is no liability insurance coverage, I, the undersigned, agree to take full responsibility of the event and persons involved, and to reimburse Indian Lake Peninsula Church for any and all damages (if any) that occur as the result of the event.

Responsible Person _____ Phone#: _____ Date: _____
Signature

YOUR SIGNATURE SIGNIFIES YOU HAVE READ AND UNDERSTAND THIS POLICY AND AGREE TO BE RESPONSIBLE FOR ITS COMPLIANCE.

ILPC Representative _____ Date: _____

OFFICE USE ONLY

RECORDED ON THE CHURCH CALENDAR: DATE: _____ BY: _____

REQUESTEE NOTIFIED: DATE: _____ BY: _____

CUSTODIAN NOTIFIED: DATE: _____ BY: _____

SOUND TECHNICIAN NOTIFIED: DATE: _____ WHOM: _____ BY: _____

MEDIA TECHNICIAN NOTIFIED: DATE: _____ WHOM: _____ BY: _____