

Cedar Run Community Church Facility Use Request Form

Event or Group Requesting Facility: _____

Contact Name: _____

Contact Phone: _____ Email: _____

Dates Needed: _____

(Please supply ALL (mm/dd/yyyy) Dates)

Planned Function: _____

(Example: Ministry Meeting, Bible Study, etc...)

Person Responsible: _____

Will a staff member be present? _____ Yes _____ No

If Yes, Who? _____

Rooms Requested: _____

(Please be specific)

Number Expected to Attend: _____

(This may determine your room assignment)

Equipment Needed: _____

(Please be specific)

Total Time Needed for Event: _____

Preparation Time: _____ to _____

Event Time: _____ to _____

Clean-up Time: _____ to _____

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

Signature: _____ Date: _____

For office use only

Date received: _____ Received By: _____ Approved ___ Disapproved ___

If disapproved, reason; _____

Signed: _____ Date: _____

Cedar Run Community Church Facilities Usage Policy

Effective December 1, 2009

Instructions:

- Please read this entire policy and complete the accompanying form and return it to the church office. (Mail to: 13560 McLearen Rd, Oak Hill, VA 20171 or fax to: 703-796-3533)
- Your reservation request is not final until you receive an approved copy of this form from the church office. Please do not advertise your event until you have received confirmation. Please allow up to 7 days for your request to be processed.

I. GENERAL POLICIES

- A. Any events scheduled must not conflict with the regularly scheduled Cedar Run activities.
- B. All activities must be scheduled to have a staff member, custodian, or staff designee present. (A staff designee must be someone who has authorization to lock and unlock the facilities.)
- C. Priorities for use of space and facilities are in this order:
 - 1) Cedar Run sponsored events and activities
 - 2) Non-Cedar Run Groups will be considered on a case-by-case basis
- D. For-profit activities will not be accommodated.

II. USER REQUIREMENTS

- A. Reservations must be made by submitting a Facility Request Form to the Church Office.
- B. Reservations will not be complete until the Facility Request Form has been approved and returned to the person requesting use of the facility.
- C. Non-Cedar Run Groups must present Cedar Run a copy of their Certificate of Insurance prior to using the facility.
- D. Groups are responsible for making sure its members do not access or use areas of the facility not included in their Facility Request Form reservation.
- E. Non-Cedar Run Groups using the facility must supply all materials for their gatherings. Office machines, office supplies, and consumable kitchen supplies are not available for their use.
- F. Children and youth may not use the building and grounds unless they have adult supervision. If space is required for their attended care, this space must be reserved when the main space is reserved. Any group bringing children must provide adequate child-care for their safety. We are not responsible for unattended children.
- G. The reserved areas will be arranged with tables and chairs as requested at the time of the reservation. Non-Cedar Run Groups may be charged a set-up fee.
- H. Nothing may be affixed to walls or furniture in the assigned areas, or along hallways leading to the assigned space without prior approval.
- I. The following is prohibited on all church property: smoking, smokeless tobacco, alcoholic beverages and pets/animals (except those being used in a church program and those considered "service pets").

- J. 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 church office.
- K. No food or beverage is allowed in the Sanctuary without prior approval.

III. MISCELLANEOUS RULES AND EXPECTED CONDUCT

- A. All rooms are to be left in the order in which they were found.
- B. Any audio-visual equipment needed by a Cedar Run ministry must be reserved at the time of the facility reservation and someone must be present who is trained in the operation of the equipment. Non-Cedar Run Groups will need to provide their own equipment.
- C. Materials displayed and activities conducted during the building use must be in keeping with Christian ideals and are subject to review and approval by the Elders. Authorization for use of the facilities may be terminated immediately by the Elders and/or designee if materials and/or activities are deemed inappropriate.

Fees: If this event is a ministry of Cedar Run Community Church or an approved church-related function, there are no fees. For Non-Cedar Run Groups activities there may be fees for use of the facility. You will be notified when the reservation is approved. All fees must be paid prior to the event. Any Non-Cedar Run Groups usage must fall within the church's guidelines for facility use. When questions arise, the decision of the Elders will be final.