

# Request-a-Date

Facility/Vehicle/Key Request Form

Person Making Request \_\_\_\_\_ Phone \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Activity \_\_\_\_\_

## Activity Scheduled For:

Date(s)	Time(s)
_____	_____
_____	_____

## Facilities Requested

- |                                     |   |                                       |
|-------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Kitchen            | <input type="checkbox"/> Nursery      |
| <input type="checkbox"/> Pavilion   | <input type="checkbox"/> Class Room # _____ | <input type="checkbox"/> Hackman Hall |

## Equipment Requested

- |  |   |                                     |
|--|---|-------------------------------------|
| <input type="checkbox"/> Sound System    | <input type="checkbox"/> Tables, # needed _____ | <input type="checkbox"/> Piano      |
| <input type="checkbox"/> TV/VCR/DVD      | <input type="checkbox"/> Chairs, # needed _____ | <input type="checkbox"/> Organ      |
| <input type="checkbox"/> Video Projector | <input type="checkbox"/> Overhead               | <input type="checkbox"/> Keyboard   |
|  |   | <input type="checkbox"/> Percussion |

## Vehicle Requested

- Van-Approved Driver \_\_\_\_\_ Time Leaving \_\_\_\_\_ Returning \_\_\_\_\_
- Bus-Approved Driver \_\_\_\_\_ Time Leaving \_\_\_\_\_ Returning \_\_\_\_\_

## Key(s) Requested

- Facility (General Key)
- Vehicle as requested above. You must make arrangements with church office PRIOR to event for key pick-up. Keys must be returned promptly to office.

*I have read the Rental and Use Guidelines and will abide by them.(listed on back)*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Person Responsible for Clean-up \_\_\_\_\_

## Office Response

- Your request is **APPROVED** and recorded on the Church Calendar.
- Your request is **DENIED** for the following reason(s)

# Rules & Guidelines

for use of Bible Fellowship Church Grounds & Facilities

1. Athletic equipment is to be used only during designated times and activities.
2. The Audinasium and Classrooms are not to be used for the unsupervised activities of children while parents are having meetings and/or Fellowship (i.e. prior to and following Wednesday evening services, Sunday nights and various practices).
3. For Athletic Use (AWANA, Basketball, Volleyball, etc.) - Black, or brightly colored soled shoes, are not allowed. All athletic footwear should be white soled or of a neutral color.
4. No volleyball, basketball or other games with balls shall be played unless the stage curtain is down and shutters are closed.
5. No running in classrooms, hallways or in Audinasium when it is set up for an event or service.
6. No holes (nails, tacks, etc.) may be made in the walls without prior approval from a member of the Deacon Board.
7. All equipment used must be put in its proper place after use.
8. On Sunday evenings after the Evening Service, the stage curtain should be lowered and remain down until the next Sunday Morning Service, unless the stage is needed for a church-related event or activity.
9. No equipment is to be removed from the premises without approval.
10. No red (or staining) punch or drink.

## **Rental and Use Guidelines**

### **Personal & Private Use of the BFC Grounds and Facilities**

- I. The purpose of these facilities and grounds is to bring honor and glory to our Lord Jesus Christ. They are to be used only by authorized persons (over 18 years of age) and must be approved in advance. This is to be done with at least a 30 day advance notice using a Facility Request Form and Rental Agreement.
- II. For those affiliated with the Bible Fellowship Church of Ephrata a \$30 non-refundable deposit is requested. In addition, a donation for the use of the facilities would be appreciated.
- III. For those not affiliated with the Bible Fellowship Church of Ephrata a \$150 deposit is requested. In addition, a donation for the use of the facilities would be appreciated.
- IV. The Renter assumes responsibility and accountability for:
  - A. All set-up, takedown and re-set as instructed upon approval, plus extra expense if applicable.
  - B. Providing all supplies required.
  - C. Damage and/or excessive wear.
  - D. Prior approval of all decorations to be used.
  - E. All guidelines for conduct as referred to in the *Faith & Order*.
  - F. Prior approval of all music to be used.
  - G. No use of tobacco, alcohol, drugs, profane language or dancing.
  - H. No red (or staining) punch or drink.
- V. Equipment may not be removed without prior approval.