

APPENDIX B: BUILDING USE FORM



Name: _____ Planned Event: _____

Date(s) Requested for Use: _____ Time: _____

Person Responsible for Event: _____

Telephone number of person responsible for Event: _____

Ages of Event Participants: _____

Number of People Attending: _____

Supplies needed and cost to Church: _____

Indicate the areas you wish to use:

- SANCTUARY
- FELLOWSHIP HALL
- KITCHEN
- DOWNSTAIRS
- OTHER (please specify): _____

DEPOSIT:

Functions for non-members require a \$200 deposit with a \$50 use fee which is non-refundable. If the church is cleaned and returned to original condition, a refund of \$150 will be given. If an event involves a reception at the church, an additional \$25 nonrefundable fee would be assessed. Functions involving those who attend Hannaford Street require a \$200 deposit. There is no required fee, but the participants are encouraged to give an offering to help cover church use. Any keys checked out for use and not returned will have a \$25 per key fee assessed.

Deposit amount: \$ _____ Cash Check

Deposit made by: _____

Person responsible for Clean-up: _____

Telephone Number for person responsible for Clean-up: _____

In addition to clean up, I agree to be responsible for all damages excluding ordinary wear and tear. I have reviewed the Church Board Policy on the opposite side of this form, for the use of Church Property and agree to all terms and conditions:

Person Making Request: _____ Date: _____

Request Approved By: _____ Date: _____

Policy # 11: Church Building Use:

- A. All functions that are not part of the regular ministry of the church, must request use of the church building.
- B. The person or organization desiring to use the building must apply to the staff, preferably the person in charge of administration.
- C. A minimum cleaning deposit of \$200.00 is required to use the church property. There is a \$50 fee for church use, excluding use by non-profit organizations and those who attend Hannaford Street Bible Church. If the property is restored to before use condition, the \$200 deposit will be returned. Those using the facilities who attend Hannaford Street Bible Church are encouraged to give an offering to help offset the expenses for wear and tear of the church building.
- D. If an event involves a reception at the church, an additional \$25 nonrefundable fee would be assessed. There is no required fee for those attending Hannaford Street Bible Church, but the participants are encouraged to give an offering to help cover church use. Any keys checked out for use for a wedding and not returned will have a \$25 per key fee assessed.
- E. A fee is not required for use of the building for Funerals.
- F. Functions requiring a fee shall make accommodations for people unable to attend due to costs. Anyone, regardless of financial standing, shall be allowed to attend and participate. For profit groups wishing to use the church are expected to submit 10 percent of their gross profit to the church as a facility use fee.
- G. Non-profit organizations and local schools may use the facility with a \$200 deposit. If the building is returned to its original condition, no use fee will be charged.
- H. When requesting to use the facility, all areas that are needed should be requested. The kitchen and certain other areas and equipment need special arrangements.
- I. Arrangements for use of the sound equipment must also include a qualified operator to run the equipment, and be made and approved in advance.
- J. The church buildings will only be used under supervised conditions. Tobacco and alcohol products are not permitted in the building. Food, drinks and other refreshments are restricted to certain areas.
- K. The person responsible for the function will designate a person responsible for opening, lockup, clean up, control of participants and restoring it to as found condition. This includes clean up of all areas used, and putting equipment and furniture back where it was found.

TECHNICAL USE AND PLANNING SHEET



Function Name and Type: _____

Date and Time of Use: _____
Other dates/times rehearsals, setup, etc.? _____

Person Responsible for Arranging Technical Needs: _____

Phone Numbers: _____

Email Address (if used): _____

Auditorium needs: Mark types and indicate quantity desired...

- | | |
|---|---|
| <input type="checkbox"/> Podium (1)..... _____ | <input type="checkbox"/> Music stands (4)..... _____ |
| <input type="checkbox"/> Drums (\$15 fee)..... _____ | <input type="checkbox"/> Wired mics (4)..... _____ |
| <input type="checkbox"/> Piano (1)..... _____ | <input type="checkbox"/> Wireless lapel mics (2)..... _____ |
| <input type="checkbox"/> Wireless handheld mic (1)..... _____ | |
| <input type="checkbox"/> Boom mic stands (2 tripod, up to 2 round)..... _____ | |
| <input type="checkbox"/> Upright mic stands (up to 5 round)..... _____ | |

General Item Use & Placement: *All items* (i.e. flowers, candles, wall hangings, chairs, etc.) will remain in worship as originally placed unless a special arrangement has been requested.

Any special arrangements desired?

Explain: _____

Music Equipment: Keyboards, guitars, amps and other musical instruments are not provided by Hannaford. Will you be bringing any?

Explain: _____

Music Equipment Placement: Do you wish to request *special circumstances* for removal of existing drums, stands & monitors from stage left.

Explain: _____

Sound System: If you will be using the sound system in any way (background music, microphones, etc.), it must be operated by a trained Hannaford Street Bible Church technician. Would you like us to arrange someone to run sound?

- Please schedule a media/video technician
- Will not be using the sound system

Media/Video System: If you will be using the media/video system (computer, DVDs, video tapes, etc.) in any way it must be operated by an approved Hannaford Street Bible Church technician. Would you like us to arrange someone to run sound or do you have a request?

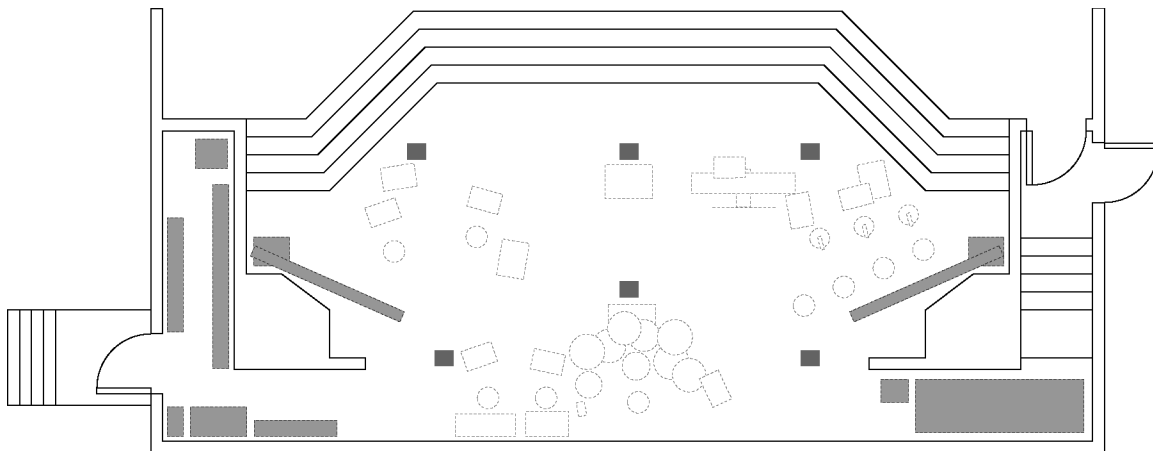
- Please schedule a media/video technician
- Will not be using the media/video system

Camera or Media Broadcast: If you would like to broadcast video/audio signal to either the Fellowship Hall or the Foyer with our camera or system, it must be operated by a trained Hannaford Street Bible Church technician. You may arrange for your own camera and operator. The camera must have an s-video output to connect with our equipment. Are you planning a broadcast?

- Please schedule a media/video technician
- Other (explain): _____

Where will the signal be broadcast? Fellowship Hall Foyer
 Will not broadcast to the Fellowship Hall and Foyer

Auditorium Stage Setup: Using the diagram below, please make some basic notes showing your plans for the stage setup:



Other notes for setup: _____

Questions or Comments? Phone 406.449.2273 • Email office@hannaford.org