

FACILITY RESERVATION FORM

MEMBERS NORMAL USE

First Church of God, Greeneville, Tennessee

Those making reservations for the use FCOG facilities must be a regular attender at FCOG*, sign the Policies and Procedures information, and return 30 days prior to your event.

*(Regular attender is defined as: "attending 75% of available worship services and 18 years of age". If you do not qualify as a regular attender you must secure one to be responsible for your event.)

Name: _____ **Date Requested:** _____

Home Phone: _____ **Work/Cell Phone:** _____

Start Time:** _____ **Finish Time:** _____ **Number of Guests:** _____

** (This includes set-up and clean-up time)

Please note:

- **A Key/Remote will be used to unlock, arm, and unarm the facility. Directions on how to use the remote are on the back side of the remote. There is no fee for this, but if lost, a replacement fee of \$250 will be expected. By signing below, you agree to pay this fee.**

Signature of Applicant: _____ Date: _____

Confirmed by: _____ Date: _____ Check # _____

Policy Concerning "For Profit" Events on FCOG Property

Because of the IRS regulations, the church is unable to allow any "for-profit" events to take place on church property or to sponsor any "for profit" events. To do so could place our tax exempt status in jeopardy.

POLICY & PROCEDURES FOR USE OF FCOG FACILITIES

First Church of God, Greeneville, Tennessee

Must complete a reservation form, schedule your event on the church calendar, and pay any required deposit* before a key will be issued. *For information concerning deposits please refer to the reservation form.

- 1) Keys must be signed out from the church office between the hours of 8:00 am ~ 4:00 pm Monday thru Friday not more than 24 hours prior to the scheduled event.
- 2) If the use of the kitchen is required all non-church sponsored events will be charged a \$50.00 fee for **supervised** use of the kitchen.
- 3) The kitchen must not be used without a **kitchen committee member** present. Those using the kitchen will sign a check sheet noting that they have been instructed on the key points of kitchen equipment.
- 4) Church functions will be scheduled on first come basis and will have precedence over non-church functions.
- 5) The kitchen and gym should be cleaned immediately after use. This includes sweeping & mopping all floors. Tables & chairs are to be wiped clean & returned to their original location / set-up. All trash is to be placed in the dumpster located at the upper end of the FLC. Please do not place trash in containers beside the church.
- 6) You will be responsible for providing all table ware. (Plates, napkins, cups, eating utensils, & table coverings.
- 7) Any person(s) damaging or defacing any equipment or facilities will be responsible for the repair or replacement costs.
- 8) **Sanctuary:** musical instruments and altar rails may not be moved. If the choir chairs or communion table are to be moved your party will be responsible for moving and replacing **under the direction of the sound technician.**
- 9) Do not park in the **NO PARKING** zones or under the portico as these are safety lanes.
- 10) Thermostat controls can only be set and changed by designated church member.
- 11) Shirt and shoes are required. No dunking or hanging from the rim, nets, or backboards.
- 12) Profanity, alcohol abusive behavior, tobacco and drugs are not allowed anywhere on church property.
- 13) Any and all decorations should be removed immediately after the event.
- 14) Nothing should be attached to the walls or doors of the facilities without permission. This includes staples, nails, screws, tape, etc.
- 15) Please confine your activities to the facility you have rented. Do not enter class rooms or go upstairs. (Some areas are alarmed & a \$50.00 fee will be charged to reset alarms if activated)

Signature of Applicant: _____

Date: _____

Kitchen Committee Member: _____

Date: _____