

Compass Evangelical Free Church

600 Silvey Street
Columbia, MO 65203
(573) 445-7206
(573) 445-1725

Request for Use of Church Facilities by Non-affiliated Groups

Organization: _____

Contact person: _____ Phone: _____

Address: _____

Date: _____ Time: From: _____ am or pm To: _____ am or pm

Facilities Needed:

- ____ Sanctuary
- ____ Youth Room
- ____ Sound System*
- ____ Small Fellowship Hall
- ____ Large Fellowship Hall
- ____ Kitchen
- ____ Education Room #s _____
- ____ Nursery
- ____ Grounds
- ____ All of the above

Purpose of use:

- ____ Seminar
- ____ Retreat
- ____ Banquet
- ____ Training
- ____ Concert
- ____ Other

Please briefly describe the activity(ies) that will take place:

Please indicate the nature of your activity and requirements. If another group is using other parts of the church and you feel there will be a conflict we need to know. (Example: If you are planning a quiet meeting in the small fellowship hall, you might not want a loud, boisterous youth group directly above you in the Youth Room.)

Maximum number attending: _____

References: (these individuals should be members or regular attendees of Compass EFC)

Name: _____ Phone: _____

Name: _____ Phone: _____

Policies Regarding Use of Facilities:

1. The contemplated activity shall not conflict with scheduled or expected uses of the church facilities such as regularly scheduled church meetings.
2. The contemplated activity shall not detract from the ministry of the church.
3. No alcoholic beverages are to be served or consumed in the church building or on the church grounds.
4. Smoking is prohibited in the church building or within 50 feet of the church entrances.
5. Wax candles must have globes.
6. A user fee is to be paid to the church at least two (2) week in advance of the activity. The amount of the fee is to be determined by the attached fee schedule.
7. The group, because of the role in the community or the composition of the membership, must have some contact within the church.
8. The granting of the use of any church facility by the Compass Evangelical Free Church is not an endorsement or ratification of the aims, goals, decisions, discussions, and/or statements of the party granted use and should not be interpreted as such.

The user Organization is Responsible for:

1. Making arrangements in advance with the Sound System Coordinator for use of the church’s sound system. Information on how to contact the Coordinator can be made through the church secretary. Fees for the Sound Operator may be found on the attached fee schedule.
2. Making arrangements in advance with the church custodian for cleaning of the facilities after the function. Fees for these services will be determined according to the attached fee schedule. Payment should be made to the church custodian and be given to the church secretary at least one (2) weeks prior to the event. The church custodian may be contacted through the church secretary.
3. Making arrangements with church custodian for the setup and return to their original location of all chairs, tables, furniture and equipment. Fees for these services will be determined according to the fee schedule. Payment should be made to church custodian and be given to the church secretary at least two (2) weeks prior to the event.
4. If you wish to have the piano tuned, a \$70 fee will be charged and should be given to the church secretary at least two (2) weeks prior to the event.
5. Cleaning the kitchen, if used - put all equipment away, wash dishes, counters, stove, sinks and floor and place all trash in the dumpster outside. Remove all left-over food. If kitchen requires further cleaning after event, the sponsoring organization will have \$50 deducted from their security deposit.
6. If the nursery is used, empty all nursery waste containers (including dirty diapers.)
7. ***Proof of insurance is to be provided by the sponsoring group for their special use of the building, grounds, and people attending, indicating that Compass Evangelical Free Church, its employees, and agents and members are waived insureds.***
8. Providing traffic control, if needed, before and after the occasion with the applicant providing same.
9. Any expenses and/or maintenance, other than the normal wear and tear, incurred by the church as a result of the occasion will be deducted from the security deposit and/or billed to the User Organization.

Request is hereby made for use of church facilities described above. I have read the Facilities Use Policies and Responsibilities and agree that the organization I represent will abide by these guidelines.

Signature: _____ Date: _____

For Custodial/Events Team Use:

___The Custodial/Events Team have received the above request and upon deposit of \$_____ with the church bookkeeper on or before _____ authority is given for the facility as set for above.

___The request for facility use is denied.

Custodial/Events Team Chairman signature: _____ Date: _____

FEE SCHEDULE
(subject to change)

Area/Equipment	Building Use Fee	Cleaning Fee	Rearrangement Fee
Security Deposit (refundable)	\$250.00		
Youth Room	\$50.00	\$50.00	\$50.00 to 150.00 ***
Large Sanctuary - Less than 250 people - 250 people or more	\$100.00 \$125.00	\$100.00 (less than 250 people) \$120.00 (250 people or more)	\$25.00 to \$100.00 ***
Church Representative*	\$20.00/hr		
Small Fellowship Hall	\$40.00	\$60.00	\$50.00 (<50 people) \$100.00 (50+ people)
Large Fellowship Hall - Less than 250 people - 250 people or more	\$60.00 \$80.00	\$50.00 (less than 250 people) \$80.00 (250 people or more)	\$50.00 (<50 people) \$100.00 (50+ people)
Sound System	**see #6 below	n/a.	n/a
Kitchen	\$40.00	USER MUST CLEAN If not cleaned a \$50 fee will be deducted from deposit.	n/a
Nursery	\$25.00	\$25.00	n/a
Education Rooms	\$10.00 per room	\$15.00 per room	\$15.00 to \$25.00 per room
Tuning Piano (see #7 below)	\$70.00	n/a	

1. The above fees are based on normal expenses. The amount of the fees will be determined by the Property Team on a case-by-case basis if additional facilities are used or increased clean up or furniture rearrangement is expected.
2. **BUILDING USE FEES** are charged to cover the cost of utilities and/or equipment used. Building use fees should be paid to the church at least two weeks prior to your event.
3. **CLEANING FEES** are charged for cleaning the areas used. Cleaning fees should be paid to the church custodian, and are subject to change. Bring payment to the church office two weeks prior to your event. Payment will be held until after the event.
4. **REARRANGEMENT FEES** are charged when any furniture is to be rearranged and/or returned by the church custodian, or when any furniture has been moved by the user and not returned by the user to its original arrangement. Rearrangement fees should be paid to the church custodian. Bring payment to the church office two weeks prior to your event. Payment will be held until after the event.
5. *You are required to have a church representative, appointed by the Custodial/Events Team leader, with you at all times during your event, including setup and takedown times.
6. **Only a person appointed by the Sound System Coordinator may run A/V equipment. Arrangements must be made in advance through the church office. A/V Technician fees start at \$200, with an additional \$25/hour for advanced lighting and visual needs. Check for A/V Technician fees should be made out to the A/V Technician. Bring payment to the church office two weeks prior to your event. Payment will be held until after the event.
7. **TUNING OF THE PIANO:** If you wish to have the piano tuned, the church will make arrangements with piano tuner. Bring payment to the church office at least two weeks prior to the event.

*** Exact amount dependent upon number of chairs and tables to be moved. Exact cost will be determined with the church custodian at time arrangements are made prior to the event.