

FACILITY/EQUIPMENT USE REQUEST FORM

Place completed request forms into the **form inbox on the wall** in the church office **at least one week prior** to the event. You will then be contacted confirming availability and approval. Requests for weddings must be approved by the elders. Call the CVBC office to make an appointment.

Name of Group: CVBC Boy Scout Troop 72	
Person Responsible: Tom Arneberg	Phone #: 715-726-1728
Address: 1900 Eagle St., Chippewa Falls, WI 54729	Cell #: 715-529-1536
Type of Activity:	Number in Group:
Date(s) of Use / Pick-up:	Return date:
Time of Building Use:	
Key Needed (or arrangements made to open doors)? Yes No	

Area /Room(s) requested:

Rm 10 _____ Rm 20 _____ Rm 30 _____ Rm 50 _____
 AWANA/Fellowship Area _____ Kitchen _____ Sanctuary _____ Other Area of Church: _____

Services/Equipment Needed (Please be specific):

of folding chairs _____ # of 8' rectangular tables _____ # Coffee makers _____
 # of other chairs _____ # of 5' round tables _____ # Roasters _____
 Other kitchen item _____
 Vehicle _____ Trailer _____ Video Projector _____ TV _____ VCR/DVD Player _____

GENERAL USE POLICIES

1. Proper use and care of church equipment shall be applied at all times.
2. Party is responsible for repairing or replacing any damaged equipment.
3. Please notify church office if unable to return items when due (723-2872).
4. NO PERSONAL GAIN business use that utilizes a direct-sales approach or is product-oriented will be permitted. Service-oriented use will be permitted on a case-by-case basis. Matthew 21:12-13, John 2:14-16
5. NO SMOKING PERMITTED in the church building or in church vehicles. 2 Peter 2:19, Titus 2:12
6. NO ALCOHOL PERMITTED on church premises or in church vehicles. Proverbs 20:21, Ephesians 5:18
7. General cleaning shall be done by party using the building (empty trash, return chairs & tables to original areas, clean, sweep & vacuum floors as necessary, etc.) When the party is the last to leave the premises, all lights should be turned off and all doors and windows should be checked and locked.
8. The kitchen area, when used, should be cleaned and all dishes and equipment washed and returned to proper locations. Please check with office regarding requesting use of kitchen items which are kept in designated storage areas.
9. Areas that are left unclean/untidy (along with any damaged items) will be assessed at a monetary amount to be taken from the deposit. The person requesting building usage can choose to request the janitorial staff to take care of the event clean up for the hourly rate at the time the facilities are used.

I, the undersigned, agree to abide by the above policies. _____
 (Name – please print)

Date: _____ Signature: _____

* * * * * **FOR OFFICE USE ONLY** * * * * *

For consideration of approval, route to: _____ Director(s)
 of
 Elder(s) (Weddings): _____ Deacon(s) (Building): _____ Teaching Elder: _____ Music: _____

Amount of Fee Assigned: _____ Date: _____

Approved _____
 Administrator Signature

DISTRIBUTION

Organization: _____	Secretaries _____	Custodian _____	Head Deacon _____
Music Director(s) _____	Elders _____	Teaching Elder _____	Administrator _____