

Covenant Church Facility (Room) Request Form
304-876-2212 (Phone) 304-876-0585 (Fax)

All questions must be completed on pages 1 & 2 prior to submitting

All requests must be submitted at least one week in advance of the event for it to be considered for approval.
Those that are received less than one week will not be approved.

PLEASE PRINT LEGIBLY

Today's Date: _____ Your Name: _____ Covenant Member? Yes No

Phone: (Home) _____ (Work) _____ (Cell) _____

E-mail: _____

Best way & time to reach you? Phone: Home Work Cell (AM PM E-mail

Date (s) and day (s) you would like to reserve a room (s): _____

***Note: Include all dates and days that you need the room, including any rehearsal or set up (if applicable)**

Organization name, with contact name, e-mail phone & ext. number: _____

Type of Event (description) _____ Approximate number you are expecting: _____
(Birthday party, meeting, workshop, etc. etc.)

Will this event be recurring? Yes No Weekly How Often _____ Monthly How Often _____

Every Other Week How Often _____

Total time needed to reserve the room (allow time for set up, rehearsal, etc.)

From _____ a.m./p.m. To _____ a.m./p.m.

Actual Event Time: Start _____ a.m./p.m. Finish _____ a.m./p.m.

Room (s) you would like us to consider: _____

(Be specific and list all rooms that you will need during your event)

Materials needed:

(If you desire a specific set-up of the room, we must know at the time this form is completed so it can be taken in consideration for approval)

Tables: Rectangle Y How Many _____ N Round Y How Many _____ N Chairs: Y N How Many _____

TV: Y N VCR: Y N DVD Player: Y N

Sound Person Needed: Y N Video/DVD/Computer Access Needed: Y N

Items needed not listed (Please list and describe): _____

***Note: Fees and Advanced Notice Required!
Only approved Covenant technicians can be used (we will arrange).**

Use of the Kitchen: Y N **(Extra Charge involved and specific rules must be followed)**

Admittance to building needed: Y N *Keys will be distributed at the discretion of the Facilities Manager.

Covenant Church reserves the right to cancel or reschedule activities that have been scheduled and all/any deposits and fees will be returned.

If you have liability insurance, we need to have a CERTIFICATE OF INSURANCE from you with Covenant Baptist Church added as an additional insurer.
If you do not have liability insurance then you must complete the indemnity agreement below.

INDEMNITY (HOLD HARMLESS) AGREEMENT

The User/Lessee will indemnify and save harmless Covenant Baptist Church and all members, staff and employees of said Covenant Baptist Church from and against any and all claims, damages, actions, judgments, decrees, penalties and/or personal injury, and/or damaged or lost property arising out of or from the use of the premises or any part thereof, including the adjacent grounds, whether occasioned wholly or in part by any act or omission, or negligence, or any reason whatsoever of the User/Lessee, its' employees, promoters, agents, guests, invitees, contractors, etc.

The User/Lessee also agrees to hold Covenant Baptist Church and all members, staff and employees harmless and not responsible whatsoever for loss, theft, burglary, robbery, damage, fire, etc. to any and all possessions, personal property, property of any kind, including but not limited to equipment, supplies, prizes, merchandise, exhibits, etc. of the User/Lessee or any of its sub-user/lessees, employees, promoters, agents, guests, invitees, contractors, etc.

User/Lessee's Signature _____

Please Print Name _____

Name of Group or Function _____

Address _____

Phone Number _____

COVENANT BAPTIST CHURCH Shepherdstown WV 25443 Office Use Only BY _____ Date _____
--

Facility Request Form Information Sheet

All facility requests will fall under one of three categories.

The Executive Team will make the determination as to which category is applicable for the event.

Non-Sponsored:

A fee for the use of buildings, grounds, and custodial, sound, lighting and recording services will be charged. No childcare or childcare facilities are provided.

Partially-Sponsored:

No charge for use of buildings or grounds. A fee for custodial, sound, lighting and recording services will be charged. No childcare or childcare facilities are provided.

Fully-Sponsored:

No charge for use of buildings, grounds and services. Childcare and childcare facilities may be available.

Additional stipulations:

1. All applicants must provide Covenant with a certificate of insurance showing Covenant as an additional insured or sign a waiver of liability.
2. A Facility Request Form must be completed and submitted at least one week (we prefer 30 days) prior to the scheduled date of the event. *Note: The earlier you submit the request the more time we have to determine approval of request.
3. For non sponsored and partially sponsored, events are limited to the room (s)/facilities requested and that have been approved.
4. No unattended children are allowed in rooms, building, grounds or hallways.
5. The requester is responsible to secure or provide any and all necessary supplies or equipment (the church may be able to provide some of these items, but this must be indicated on the Facilities Request Form)
6. A Covenant Programming trained technician must do any and all sound, lighting and recording requirements. Groups providing their own sound, lighting or recording equipment must be overseen by a trained Covenant technician. There is a charge for this service for partially and non-sponsored events.
7. All events must end by 9:00 p.m. on Saturdays and 10:00 p.m. Sunday through Friday.
8. If you are planning to bring electrical items such as crock pots or music players, please inform us in advance of bringing them.

Fees:

1. Non-sponsored events—Fees for use of everything

*Note: For all non-sponsored events a 50% deposit of total fee is required upon confirmation of room reservation. Remaining payment is due no later than the day of the event. Cancellation of event without advanced notice will cause the 50% deposit to be forfeited.

2. Partially sponsored events—Some fees
3. Fully sponsored events—No fee