

LIGHTHOUSE

CHRISTIAN FELLOWSHIP

Church Facilities Use Application Form

*Please return the completed form to the Church Office at least ONE MONTH prior to the event
to await approval by the Board.*

1. **Type of event:** _____
2. **Group/Individual requesting use:** _____
3. **Telephone number:** _____
4. **Address:** _____
5. **Event date:** _____ (If recurring) Start date: _____ End date: _____
6. **Time of event:** Start: _____ End: _____
7. **Person officiating** (if a wedding event): _____
8. **Church member who will be present:** _____
9. **I have access (a key) to the building** **I need access to the building**
10. **Facilities needed** (please check all rooms you plan to use):
Sanctuary Classroom Conference room
Atrium Nursery
11. **Equipment needed** (please check all equipment you need):
Sound system TV / DVD Computer/projector
Keyboard Tables (how many) Chairs (how many)
12. **Facility fees:**
Building cleaning **\$150**
Building cleaning & equipment **\$300**
13. Please read the **Policies and Procedures for Church Facilities Use** which can be found on our website www.lcfwestfield.org under resources then church documents, or pick up a copy from the Church Office.

RESPONSIBILITIES AFTER BUILDING USE:

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to its normal setup after the approved event or activity.

1. Collect all garbage into bags and put them in the back room (future fellowship hall).
2. Wipe off all tables/counters. If food and/or drink is involved, wipe all tables clean using a mild soap and water solution. *
3. Return all tables, chairs, and other equipment to their proper places after your event. Return all rooms to their normal setup.
4. If using the Café area, please load and start the dishwasher. Take all extra food and beverages with you unless specific plans for their use have been made. Leave the Café clean and ready for the next use. *
5. Promptly report any damage of equipment or property to the Board or Church Office.
6. Remove any items put up on the walls or set out in connection with your event.
7. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up the Main Entry.

* Please note that cleaning supplies are in the storage room to the left of the sanctuary entrance.

**LCF IS A SMOKE/VAPE/DRUG/ALCOHOL-FREE BUILDING.
(Confetti/rice is NOT to be used within the church facility or property.)**

Please explain the activity to be held: _____

Estimated number of people attending: _____

By signing below, I acknowledge that I have read and agree to the Lighthouse Christian Fellowship **Policies and Procedures for Church Facilities Use**, and fee requirements (if applicable), as presented; and will abide by all stipulations set forth. I hereby absolve Lighthouse Christian Fellowship, its pastor, leadership, members, custodians, or people, of any liability for personal injury to any individual resulting in the use of the church facilities; and I agree to be responsible for any property damage that results during the use of the facilities.

Renter's Signature: _____ Date: _____