



FACILITY USAGE REQUEST & AGREEMENT

We want to do everything we can to support and equip your ministry event. We know there is a lot that goes into pulling off a successful experience. In an effort to clearly communicate expectations and needs in advance, we ask that ministries making requests for Corporate events also complete this form. Requests must be submitted **at least two (2) weeks prior** to the date of the event.

SCHEDULING AND PAYMENTS (Check if Read)

- Cornerstone gives scheduling priority to Cornerstone ministry events over outside event, however All facility usage is subject to staff approval.
- “Special Fee” payments are due one (1) week prior to event
- Large events may require an event coordinator, as determined by staff.

GENERAL REQUIREMENTS AND INFO (Check if Read)

- Applicants must be 18 or older.
- Use of alcohol or tobacco products are not permitted inside any church building.
- Methods for attaching anything to the floor, ceiling, or wall must be pre-approved by staff.
- Only dry-erase markers may be used on whiteboards.
- Food and drink are not allowed in the sanctuary.
- Sound equipment and musical instruments are to be moved only by the sound technician or under his supervision. Movement of instruments must be approved by staff.
- Children must be supervised at all times and may not play in any of the rooms unless it is reserved.
- This church is prohibited from engaging in activities which violate its written doctrines. This church is also prohibited from condoning, promoting or allowing any of its assets to be used for activities that violate its written doctrines. Therefore, this church reserves the right to refuse service to any individual, whether member or not, that is not submitting their life style to this Scriptural mode of conduct. This refusal would include services, benefits and any use of church assets.

REQUIREMENTS AFTER AN EVENT (Check if Read)

- Every room used should be set back up to be “Sunday-Ready”
- Clean and put away all furniture and equipment (see room layout diagram near each room entrance).
- Remove all decorations and displays set up for your event.
- Wipe off all whiteboards.
- Vacuum all carpets, sweep and mop all floors as needed.
- Place all trash in trash cans. If a can is full or contains food, put a new bag in the can; close the used bag and place it in the dumpster.
- Close all window blinds
- Turn off all lights except accent lights in the foyer and outside entrance lights.
- Close all doors. Make sure exterior doors are latched and locked.
- **If you used the kitchen:**
 - Dispose of any leftover food.
 - Wash any dishes used and put away.
 - Be sure counters are clean.
 - Turn off all water and appliances, and confirm refrigerator/freezer doors are closed.



FACILITY REQUEST

CONTACT'S INFORMATION:

Today's Date:		Applicant's Name	
Cell Phone		E-mail:	
Cornerstone Ministry			
Staff Liaison:			

SCHEDULING INFORMATION:

Desired date(s):		Alternate date(s):	
Time of event:	From _____ AM/PM	To _____ AM/PM	
Event Set Up Date		Event Set up Time	____:____ AM/PM to ____:____ AM/PM
Event Description:			
Registration Required?		Online Registration Requested?	
<input type="checkbox"/> No <input type="checkbox"/> Yes		<input type="checkbox"/> No <input type="checkbox"/> Yes	
Participation Cost?		Books/Materials Required for Event?	
<input type="checkbox"/> No <input type="checkbox"/> Yes: _____		<input type="checkbox"/> No <input type="checkbox"/> Yes: _____	

AREAS REQUESTED:

- | | |
|--|--|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Nursery (Must Complete "Child Care Request Form 7006" below) |
| <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Room 115 |
| <input type="checkbox"/> Large Kitchen | <input type="checkbox"/> Registration Desk & Foyer (during event) |
| <input type="checkbox"/> Ministry Café | <input type="checkbox"/> Offsite Location: _____ |
| <input type="checkbox"/> Small Kitchen | |
| <input type="checkbox"/> Classroom(s) (how many) _____ | |

CALCULATE YOUR SECURITY DEPOSIT:

Room	Deposit	Paid
Sanctuary	\$100	
Fellowship Hall	\$280	
Large Kitchen	\$100	
Classrooms	\$10	
How Many?		
Ministry Café	\$50	
Small Kitchen	\$30	
Room 115	\$50	
TOTAL SECURITY DEPOSIT (DUE NOW)		

[Security Deposit does not apply to Cornerstone Ministries]

Can the security deposit be applied toward the rental fee? : No. The Security Deposit is separate from, and may not be applied toward rental fees. It will be returned after the event if staff finds the facility in acceptable condition.

If I cancel, do I get my deposit back?: No. If the applicant cancels the event after paying the security deposit, it will not be refunded.

Why do I need to pay a security deposit? No renter can control the actions of all guests at their event. Without the deposit, we could not allow non-ministry activities in the building due to the risk of damage and cleaning expenses.

Can you simply hold my check? Our policy is to deposit all checks and issue the applicant a new check once the event is over, without exception.

Applicant's initials: _____

CALCULATE YOUR RENTAL FEES:

What is the overage fee? The hourly overage fee applies on Saturday only. It is charged per hour after 7PM

What is the janitorial fee? Our building is cleaned twice per week. Others may have used your room between the time it was cleaned and the time you will be using it. We can provide janitorial service before your event for a fee. We may also ask you to pay this fee if your event is occurring after the room has been cleaned, but before an important ministry event. We reserve the right to require this fee at our discretion.

Room	Room Rental	Optional Janitorial	Saturday Night Overage	Paid
Sanctuary	Cstone Ministry: \$0 Members*: \$30 Others: \$100	\$100	\$20/ hour	
Fellowship Hall	Cstone Ministry: \$0 Members*: \$50 Others: \$280	\$220	\$50/ hour	
Large Kitchen	Cstone Ministry: \$0 Members*: \$0 Others: \$100	\$100	\$25/ hour	
Classrooms	Cstone Ministry: \$0 Members*: \$0 Others: \$20	\$10 per room; Minimum total janitorial is \$30	\$10/ hour	
How Many?				
Ministry Café	Cstone Ministry: \$0 Members*: \$10 Others: \$50	\$50	\$15/ hour	
Small Kitchen	Cstone Ministry: \$0.00 Members*: \$0 Others: \$30	\$30	\$10/ hour	
Room 115	Cstone Ministry: \$0 Members*: \$10 Others: \$50	\$50	\$20/ hour	
*Active members regularly attend Cornerstone services and contribute to the church.			TOTAL RENTAL FEE	

CALCULATE YOUR SPECIAL FEES:

Checks are to be made payable to: Cornerstone Assembly of God Church.

SERVICE	COST	FEES DUE (COMPLETED BY STAFF)
<input type="checkbox"/> Sound Tech	\$80.00 (\$15/ hour over 4h)	
<input type="checkbox"/> Projection Tech	\$60.00 (\$15/ hour over 4h)	
<input type="checkbox"/> Kitchen Coordinator	\$80.00 (\$20/ hour over 4h)	
<input type="checkbox"/> Laundry Service	\$4.00 x _____ tablecloth \$0.60 x _____ napkin	
<input type="checkbox"/> Event Coordinator	\$80.00 (\$20/ hour over 4h)	
<input type="checkbox"/> Childcare Coordinator	\$80.00 (\$20/hour over 4h) + Childcare Worker Fees	
<input type="checkbox"/> Large Bus + Driver	\$60.00 (\$15/ hour over 4h) + Gas	
<input type="checkbox"/> Small Bus + Driver	\$60.00 (\$15/ hour over 4h) + Gas	
TOTAL SPECIAL FEES		
BUDGET CODE FOR EXPENSES (If Applicable)		

EQUIPMENT REQUESTED

Not all types of equipment are available for use in all areas.
Some equipment may require an additional setup fee.
Please draw diagram on back.

Item	Qty
8 X 3 Table (seat 8)	
4 X 2 Table	
5' Round Table (seat 7)	
Chairs	
TV/VCR/DVD	
Podium	
Black Easel	

DÉCOR REQUEST SUMMARY (if applicable)

Describe any special decor or room treatment ideas. If you need to contact us with further details after this form is submitted, please do not hesitate. For safety reasons, staff must be familiar with and approve major or dangerous decor items.

I have read the requirements and agree to adhere to them. I understand that the completion of this form does NOT guarantee approval or ability. All requested support is subject to staff approval and availability. I agree to pay fees as outlined above I also understand that money may be withheld from my ministry budget if "after event requirements" are not completed or if damage is incurred.

Deposit is due with this form.
Fees are due one week before event.

Applicant Signature: _____ **Date:** _____