



# cornerstone

## FACILITY REQUEST FORM

We know there is a lot that goes into pulling off a successful event. This form should be completed for all member rentals and any ministry event expected to draw over 60 people, or as required by staff. For weddings or funerals do not use this form.

### FORM SUBMISSION AND PAYMENTS

- Submit this form at least 2 weeks before the event
- For rentals, submit your security deposit with this form.
- Cancelling forfeits any deposit paid.
- Room Rental and Personnel/ Material Fees must be paid at least 7 days before event.

Initial
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### GENERAL REQUIREMENTS

- 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, except communion.
- Children must be supervised at all times and may not play in any rooms unless they are 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.

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

### SCHEDULING INFORMATION

Event Name			
Desired date(s):		Alternate date(s):	
Time:	From:	AM/PM	To: AM/PM
Event Set Up Date		Event Set up Time	AM/PM to AM/PM
Description: (For ministry events: Why is event important, who is invited, what is happening and how. Max 125 words. )			
Number of attendees expected:			
Ministry Events: Registration Required?	Ministry Events: Online Registration Requested?	Cost to Attend	Book or Material Required for Event
Yes/ No	Yes / No		

## ROOM RENTAL REQUEST AND SECURITY DEPOSIT

Circle rooms you are requesting to use. Calculate Deposit and Fee for each room and enter in columns at right. All room rental must be approved by staff prior to paying fees. We can only schedule your event if the facility is not already reserved. Rooms used for two events must be paid twice. If you use a room for staging purposes you must reserve and pay for that room. Cornerstone Ministries do not pay security deposit

**Janitorial Fee:** Others may have used your room before your event. We can provide janitorial service before your event for a fee. We may also require you to pay this fee based on how your event fits in the calendar relative to other events.

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Rooms	Refundable Security Deposit	My Security Deposit	Rental Fees			Janitorial Fee	My Rental Fee
			Cstone Ministry	Members	Others		
Sanctuary	\$100		\$0	\$40	\$140	\$100	
Fellowship Hall	\$200		\$0	\$70	\$280	\$200	
Large Kitchen	\$75		\$0	\$25	\$100	\$50	
Classrooms	How Many? None		\$0	\$5 ea	\$15 ea	\$10	
Café and Small Kitchen	\$50		\$0	\$35	\$75	\$50	
Room 115	\$50		\$0	\$35	\$75	\$50	
Nurseries Kids min. must approve	None		\$0	N/A	N/A	N/A	
<b>Saturday Night Overage Fee- Charged if vacate time is later than 8PM on a Saturday night- \$50</b>							
Staff Notes:			Approved by:				
Totals	Refundable Security Deposit		Total Room Rental Fees				
<b>Cornerstone ministries do not pay Security Deposit</b>							

### SECURITY DEPOSIT FAQ'S

- **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.
- **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 hold my check instead of depositing it?** Our policy is to deposit all checks and issue the applicant a new check once the event is over, without exception.
- **Will I get my full deposit back?** We may retain a portion or all of the deposit if facility is damaged or instructions are not followed, as determined by staff. If additional rooms, personnel, or equipment is used beyond what is listed on this form, we may keep a portion of the deposit to adjust for this.

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### CLEANING AND EXPECTATIONS:

- Furnishings should be moved back to original location and room should look as good or better than it was found.
- Remove any food debris and wash all dishes. No food should be left in the kitchen.
- Ensure water is off and refrigerator doors are closed.
- Vacuum, sweep and mop as needed unless paying janitorial fee.
- Return all room furnishings to the arrangement you found them in. Rooms should be tidy.
- Remove all décor immediately following the event.
- Close blinds, close doors, and turn off lights. Be sure exterior doors are locked before leaving.
- Take all trash to the dumpster and place new bags in cans. (excludes restrooms unless otherwise directed)

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PERSONNEL AND MATERIALS	My Fees
<p>Instructions: Select choice(s) for each block. Calculate fee and write in right column. Initial if necessary</p> <p><b>EVENT COORDINATOR</b></p> <p>The Coordinator is the liaison between you and the church and is the church's on-site agent during the event. Staff will determine whether an event coordinator is required based on the nature of your event.</p> <p>Fee: \$25 per hour, min 4 hours    Estimated hours: _____ x \$25 per hour</p> <p>Required?    Yes / No    Staff Initials _____</p>	
<p><b>AUDIO VISUAL NEEDS</b></p> <p>_____ Sound Tech- required to operate sound equipment and supervise the moving of all musical equipment. Mandatory if sound system in sanctuary or fellowship hall will be used or if musical equipment needs to be moved. <b>\$100 fee</b></p> <p>_____ Video Techs- I would like 2 AV Techs to record my event on the video system. Only the raw recording will be provided. <b>Additional \$200 fee</b></p> <p>_____ Projection Tech- May be required based on your AV needs. <b>Additional \$80 fee</b></p> <p>Please meet with AV Tech prior to the day of your event to discuss your specific needs.</p>	
<p><b>FOOD SERVICE</b></p> <p>Cornerstone recommends hiring a professional, licensed and insured full-service caterer. We may request insurance verification. Cornerstone does not offer in-house catering services for private events.</p> <p>_____ I will not serve food. <b>No Fee</b></p> <p>_____ This is a ministry event and a Cornerstone kitchen coordinator within my ministry plans to volunteer his or her time, or a coordinator is not required based on nature of event. <b>No Fee</b></p> <p>_____ I will hire a licensed and insured full-service caterer to cook and serve guests. <b>No Fee</b></p> <p>Caterer Name and Phone: _____</p> <p>_____ I plan to self-cater and will hire a Cornerstone Kitchen Coordinator.</p> <p>If you choose to cook you own food or have food dropped off, a Kitchen Coordinator must be present to ensure equipment is used properly and food is served safely. The kitchen coordinator is not in charge of cooking or serving food for non-ministry events. You must provide a "person in charge" and any personnel needed to cook and serve. If more hours are worked than estimated, the difference will be retained from the security deposit.</p> <p>Fee: \$25 per hour, min 4 hours    Estimated hours: _____ x \$25 per hour</p> <p>Person in Charge Name and Phone: _____</p>	
<p><b>BUS / BUS DRIVER</b></p> <p>Cornerstone offers 1 bus that seats 43 people. Only Cornerstone Bus Drivers may drive the bus. You must return the bus with the same fuel level it had before event. The bus driver should be provided meals. See Cornerstone Bus Driver Policy for more information.</p> <p>_____ This is a Ministry Event and a Cornerstone Bus Driver within my ministry plans to volunteer his or her time for this event.</p> <p>_____ I will hire a Cornerstone Bus Driver</p> <p>Fee: \$20 per hour, min 4 hours    Estimated hours: _____ x \$20 per hour</p>	

<p><b>LAUNDRY AND TABLECOVERS</b></p> <p>Cornerstone has white floor length polyester tablecloths available for your use. Some additional colors may be available. Disposable tablecloths and cloth napkins are also available. Ministries must pay this fee.</p> <p>_____ I would like to use cloth tablecloths.  Number of Cloth Tablecloths to use: _____ X <b>\$13 per tablecloth</b></p> <p>_____ I would like to use cloth napkins  Number of Napkins to use: _____ X <b>\$1 per napkin</b></p> <p>_____ I would like to use disposable tablecloths  Number of Disposable Tablecloths: _____ X <b>\$2 each (\$0 for ministries)</b></p>	
<p><b>SETUP</b></p> <p>_____ Easel- How many? _____ (up to 3) <b>No Fee</b></p> <p>_____ Clear podium or teaching table- <b>No Fee</b></p> <p>_____ Volunteers in my ministry will complete all table and chair setup and return room to condition found after the event is over</p> <p>_____ I cannot provide volunteers and would like the church to arrange setup for a fee.  <b>Custom Setup Fee:</b> _____ <b>Approved by:</b> _____</p> <p><b>Describe your intended setup— List how many 8’ Tables, 4x2 Tables, 5’ round tables, chairs, etc</b>  Not all types of tables are available in all areas. Draw on back of this page if necessary.</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p><b>VENDORS AND DÉCOR</b></p> <p><b>Décor:</b> I understand that attaching anything to walls must be approved by the Event Coordinator or Staff and that I may not block fire exits or create unsafe situations.</p> <p><b>Vendors:</b> You must provide the name and contact info for any third party vendors that will be on site to your Event Coordinator or Staff Liaison.</p> <div style="border: 1px solid black; width: 100px; height: 60px; margin-left: auto; margin-right: auto; text-align: center; padding: 10px;"> Initial </div>	
<b>Total Personnel and Materials Fees: (from above)</b>	
<b>Total Room Rental Fees: (from Page 2)</b>	
<b>Total Due 1 Week Before Event: (Add above 2 lines)</b>	
<b>Total Security Deposit Due with This Form: (from Page 2)</b>	
<b>Cornerstone Ministries: If paying fees from internal account, list account number:</b>	

Checks are to be made payable to: Cornerstone Assembly of God Church.  
I have read the requirements and agree to adhere to them. I agree to pay fees as outlined above. All requested support is subject to staff availability and approval.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# MINISTRY EVENT PROMOTION AND COMMUNICATION FORM

\*\*\*Private rentals, please disregard this page\*\*\*

## REQUESTS FOR STAFF

Event Logo/Branding		
<input type="checkbox"/>	None required. We will use our Ministry Logo	
<input type="checkbox"/>	Provided by outside source, accessed here: _____	
<input type="checkbox"/>	Personalized Logo Requested <i><b>Note:</b> Event must be considered a "Corporate Event," targeting a majority of the church, for example a Women's Conference, weekend marriage retreat, etc.). If approved, logos will be created for Print, Web, and Digital mediums in standard sizes and made available in digital format for the ministry to use.</i>	
<input type="checkbox"/>	<b>Corporate Communication Requested, Sunday:</b> _____ <i>Please request the best Sunday for promotion. We will do our best to honor this request, however dates may need to be adjusted due to the volume of events and corporate priorities to communicate. Additionally, all communication mediums may not be available.</i>	
Approved Communications (Completed By Staff)		
<input type="checkbox"/>	Bulletin Blurb	Date: _____
<input type="checkbox"/>	Newsletter	Month: _____
<input type="checkbox"/>	Sunday "Family News" Video	Date: _____
<input type="checkbox"/>	2x4 Table in Foyer	Date: _____
<input type="checkbox"/>	Cornerstone Social Media	Week: _____
Comments:		

### OUR REQUEST FOR MINISTRIES (Check if Read)

Outside of the requested and approved communications above, we ask the ministry do the following:

- Emailing specific "target audience" within your ministry of event (i.e., Life Group, Small Group, Ministry Participants, etc.)
- Individual Invites by word of mouth
- Posting Ministry Event Promotions on personal Social Media accounts
- Creating own flyers for distribution.
  - *If Personal Branding is approved, Cornerstone will provide logos to use on the flyer, however creation of the flyer text and layout is the responsibility of the ministry.*
  - *In order to protect our members from feeling over-solicited, Please DO NOT distribute these "in mass" in the foyer or hallways during Sundays or Wednesdays. These are only to be distributed to those with whom you are personally connected or made available for pick up in the foyer.*