



Facility Request / Use Form

Person taking reservation; _____

Note: Fairview is happy to make our church home available to the community and want to recover any costs and / or donations can be made to further enhance our ministry programs.

Date Requested:	Date of Event:	Recurring Dates:
Type of Event:	Time Needed:	
Number Attending:		Contact Person:
		Organization:
Area/Room(s) Needed:		Address:
<u>Building Set-up:</u> Walls Moved: Yes/No Sound Needed: Yes/No Tables/Chairs: Yes/No Kitchen: Yes/No Sanctuary: Yes/No Great Room: Yes/No Upstairs Youth: Yes/No	Trustee Needed: Yes/No Janitor: Before/After	Daytime Phone:
		Evening (cell) Phone:
		Sponsor*:

* This is a Fairview Church member that is participating or requesting the use of the facility.

I, _____, the undersigned have requested the use of Fairview Church for the times/dates listed above.

Building Guidelines:

- My group will stay in requested/assigned area only and any use of children's area needs to be requested. All children's toys must be used as designed and put away.
- Adequate supervision must be provided and building should be in same condition as it was found or better.
- The group will be responsible for any damage to the building or contents.
- All lights/thermostats need to be returned to pre-meeting condition.
- All doors must be locked and checked upon departure.
- No unauthorized people are to be in the church while doors are locked.
- All children must meet health rules as applied at local schools.

Recommended Building Fee (includes rest rooms):

½ Day Use: \$150 (5 hours or less)
Full Day Use: \$250

These fees are based upon our costs which include: utilities, janitorial/supplies and other costs. If additional trustee, janitorial, sound or music is needed, it will be considered and charged at our prevailing rate.

Note: Weddings will be handled on a case-by-case basis. Please refer to the wedding policy.