



APPLICATION FOR USE OF CHURCH FACILITIES

Immanuel Faith Community Church, Wells Creek

25043 Wells Creek Rd., Belvue KS 66407

(785) 456-9739

wells creek@wamego.net

**The purpose of this form is to make application for events of parties of 15 or more.
Church Events always take precedent over special non-church events.**

Please turn this form in to the pastor, or church board member with as much notice as possible.

Requests made with a 2 week notice or less may be denied due to lack of sufficient time for approval.

Requests may be denied if IFCC deems usage incongruent with the mission of the church or for any other reason.

Person Reserving Facility: _____ phone: _____ email: _____

Address _____

Member Present at Event: _____ phone: _____ email: _____

Address _____

Date of Event (month / day/ year): / / **Date of Application (month / day/ year):** / /

Time Required For Use of the Facilities (including set-up, event, and clean-up)

Start Time: _____ AM / PM **End Time:** _____ AM / PM

Areas Needed for Event:

SANCTUARY

KITCHEN

FELLOWSHIP HALL

PARKING LOT and/or GROUNDS FOR OTHER THAN VEHICLE PARKING

Please CIRCLE all that apply

Type of Event: (Please fill out applicable areas)

Wedding - # of people attending _____

Name of Groom: _____ phone: _____ email: _____

Name of Bride: _____ phone: _____ email: _____

Reception - # of people attending _____

Family Reunion - # of people attending _____

Anniversary - # of people attending _____

Birthday Party - # of people attending _____

Bridal/Baby Shower - # of people attending _____

Regularly Scheduled (non-church) Meeting - # of people attending _____

Other (please specify) _____ # of people attending _____

DETAILS

Are the services of the IFCC-Wells Creek Pastor requested?

(PLEASE NOTE: *It is the pastor's discretion as to what "special" services he will provide, and whether he is able to provide them on specified date/time*)

Will the sound system be used?

Will the Wireless Handheld and/or Headset mic be used?

Will the video projector be used?

Will the organ or piano be used?

Will the Dorcas Circle be asked to serve at reception and clean the kitchen?

Are the services of anyone else being requested?

COMMENTS ABOUT EVENT OR CIRCUMSTANCES

(attach additional sheet if necessary)

THE FOLLOWING REGULATIONS ARE REQUIRED FOR CHURCH USE/CARE. WE REQUEST THAT ALL POLICIES BE RESPECTED AND OBSERVED:

1. Unforeseen church activities (i.e. funerals) take precedence over previously scheduled outside events. However, every effort will be made to avoid scheduling conflicts and to give notice.
2. There will be no alcohol allowed on the church property.
3. There will be no food or drink besides bottled water and communion elements allowed in the Sanctuary.
4. There will be no smoking allowed in the church facility.
5. Damage to the church facilities, equipment, or property must be reported to the pastor and /or board immediately.
6. Rough play (i.e. running and throwing items) is prohibited unless approved by pastor or board and supervised by an approved adult.
7. The use of cellophane adhesives, nails, screws, staples, etc., in walls or woodwork, is prohibited on church property.
8. Rice, birdseed, bubbles, etc. cannot be thrown inside the church. They are allowed outside the building, but must be swept up at end of event.
9. Candles may in the sanctuary must be in holders that prevent spillage. No candles allowed within 10 ft of walls & screen on altar.
10. Ceremonies, practices, and conduct (public and private) occurring on church property must be congruent with Christian conduct, biblical teaching, the teaching and mission of the church, and with approval of the pastor.
11. Agree to assume liability for injury of self and/or guests, damage to church property, and hold harmless IFCC Wells Creek and its people against legal action of any kind, & agree to terms in liability release.

IF THE KITCHEN FACILITIES ARE TO BE USED — WE ASK THAT THE FOLLOWING GUIDELINES BE OBSERVED:

1. Furnish all disposables, e.g. cups, plates, spoons and paper products.
2. All appliances are cleaned and left in the condition they were found in.
3. Return all kitchen supplies and implements to the proper cabinets.
4. Sink, stove, counters, microwave, coffeepots, and any other appliances used are clean and neat.
5. Put used dishcloths and dishtowels in sink to be picked up and cleaned by church staff or volunteers.

WHEN FINISHED USING THIS ROOM FOR EVENT, THE ROOM MUST BE RESTORED TO ITS ORIGINAL CONFIGURATION AND CLEANLINESS BY:

(Please Note: the custodian is not responsible for setting up for or tearing down from your event.)

1. Placing all trash in the trash receptacle. Brooms, dust pans, and mops are located in back room off kitchen.
2. Remove trash from cans and place in dumpster by the trees in the north side of the parking lot.
3. Tables and chairs need to be put back in original place.
4. Turning off all lights and fans.
5. Closing windows and doors.

STANDARD FEE SCHEDULE

Facility Fees *

- SANCTUARY \$200 per ½ day
- KITCHEN \$75 per ½ day
- FELLOWSHIP HALL \$75 per ½ day
- PARKING LOT / GROUNDS \$100 per ½ day (applies to usage other than parking, i.e. putting up tents)

A ½ day is defines as up to 4 hours a use. A full day (2x the price) the facilities may be used up to 12 hours

Equipment Fees*

- SOUND SYSTEM \$20 per ½ day
- WIRELESS MIC(S) \$20 per ½ day
- VIDEO PROJECTOR \$20 per ½ day
- ORGAN AND/OR PIANO \$20 per ½ day
- TABLE CLOTHS \$40 flat fee
- PUNCHBOWL \$20 flat fee

A ½ day is defines as up to 4 hours a use. A full day (2x the price) the equipment may be used up to 12 hours.

People Fees

- **CUSTODIAL FEE*** **Mandatory \$40 per ½ day event, \$80 per full day event ***

GIFTS TO INDIVIDUALS PROVIDING SERVICES

The following individuals may choose to charge a specific fee for any event, if not, a gift is suggested below

If services are requested for the service of individuals, you will be contacted in order to work out details.

- SOUND / VIDEO TECHNICIAN Suggested gift of \$65 for up to 4 hours total, then \$15 per hour additional.
- MUSICIAN (each) Suggested gift of \$85 for up to 4 hours total, then \$20 per hour additional
- WEDDING COORDINATOR Suggested gift of \$100 for up to 4 hours total, then \$25 per hour additional
- PASTOR Suggested gift of \$200 - \$300 for weddings, and discretionary for other events
- DORCAS CIRCLE Suggested gift of \$50 members / \$100 others up to 4 hours total, \$25 per hour additional

***In lieu of paying the standard fee(s), a \$5 per event (total) Facility & Equipment use Fee will be assessed for active IFCC-Wells Creek church members (as approved by pastor and/or board).** The Custodial fee must be paid by all prior to the event, but will be charged at ½ day rate to active church members regardless of the length of event. The custodial fee may be reimbursed to active church members who tear down event and clean the building. This arrangement must be made in advance in order to properly schedule and verify proper clean up. Regular Attendees, community groups, and others, may, under certain circumstances, receive a reduced Facility & Equipment Use Fee (as little as \$5 per event) at the discretion of the pastor and/or board, and the ability to tear down and clean the building themselves as active members do. Parties interested in reduced fees must make request to the church board in writing prior to event(s). If there is no prior written approval the normal charges apply. Everyone using the services of individuals may be required to pay a fee, if not they should be prepared to show appreciation for services by giving a gift at or above the suggested amount(s) to individual(s) involved. Exceptions or revisions to any policy within this document are at the discretion of the board.

Rehearsal in or decoration of fellowship hall and/or sanctuary within 24 hours of event is subject to availability.
If facility and personnel are available there will be no additional charge.

Checks for facilities, equipment, and custodial fees are made to "Immanuel Faith Community Church"

Gifts to individuals providing services should be given directly to the individual (or Dorcas Circle) in the form of cash or check with the word "gift" in the memo line.



AGREEMENT

For each item requested please fill in "1" for 1/2 day or "2" for whole day and multiply fee amount by number.

SANCTUARY	\$200 per 1/2 day	x _____	= \$ _____
KITCHEN	\$75 per 1/2 day	x _____	= \$ _____
FELLOWSHIP HALL	\$75 per 1/2 day	x _____	= \$ _____
PARKING LOT / GROUNDS	\$100 per 1/2 day	x _____	= \$ _____
SOUND SYSTEM	\$20 per 1/2 day	x _____	= \$ _____
WIRELESS MIC(S)	\$20 per 1/2 day	x _____	= \$ _____
VIDEO PROJECTOR	\$20 per 1/2 day	x _____	= \$ _____
ORGAN AND/OR PIANO	\$20 per 1/2 day	x _____	= \$ _____
TABLE CLOTH	\$40 flat fee	x _____	= \$ _____
PUNCHBOWL	\$20 flat fee	x _____	= \$ _____
CUSTODIAL FEE	\$40 per 1/2 day	x _____	= \$ _____

TOTAL STANDARD FEES = \$ _____

ARE YOU AN ACTIVE IFCC CHURCH MEMBER? _____
Enter "YES" or "NO" **

If "YES" enter \$45 instead of total standard fees amount in **TOTAL FEES DUE** section (\$5 for facility & \$40 for custodial), if entering "NO", enter total standard fee amount. **

TOTAL FEES DUE = \$ _____

**If request is made and approved for reduced fees an adjustment will be made by the board and you will be informed in writing of total fees due if different from standard amount.

Total Deposit paid with application \$ _____ (\$40 minimum for custodial fee)

Total Due \$ _____

All fees are due 30 days prior to event, or with application (for short notice events).

A non-refundable deposit up to \$100 will be kept for cancelations within 15 days of event.

No refunds will be made for "no shows".

Checks for facilities, equipment, and custodial fees are made to "Immanuel Faith Community Church"

I understand and agree to abide by the proceeding rules and conditions for use of this facility.

Signature _____ Date _____

INTERNAL USE ONLY

Request

Comments

Approved _____ / Denied _____

Date: _____ by: _____