

## Facility Usage Request Form

A damage deposit of \$250.00 (refundable) is required to reserve dates for all priority #2 and #3 events & weddings. Checks will be cashed upon receipt. Refundable deposits will be returned unless damage is incurred to the facility during your event. Please return this form with deposit (if required) to the receptionist.

**Event** \_\_\_\_\_ **Requested by:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_ **Day of the week:** \_\_\_\_\_

**Alternate Date(s):** \_\_\_\_\_ **(If more than 1 date is needed, please list all dates on a separate sheet and attach it to the usage form.)**

**Set Up Time:** From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm  
**Event Time:** From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm  
**Clean Up:** From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

**Number Of People Expected:** \_\_\_\_\_

**Equipment (circle items needed):** TV \_\_\_\_\_ DVD \_\_\_\_\_ White Board \_\_\_\_\_ Other \_\_\_\_\_

**Sound Equipment (technician needed):** No \_\_\_\_\_ Yes \_\_\_\_\_ (Depending on the room and/or equipment used, costs may be incurred.)

**Contact Person:** \_\_\_\_\_ **Group:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Day Phone:** \_\_\_\_\_ **Night Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Staff:** \_\_\_\_\_

**Please place a check beside each room needed.**

**Specialized Rooms:**

- \_\_\_\_\_ Sanctuary
- \_\_\_\_\_ Video Café
- \_\_\_\_\_ Gym
- \_\_\_\_\_ Conference Room
- \_\_\_\_\_ Fuel Café (rooms 30-35)
- \_\_\_\_\_ Room 29

**Classrooms:**

- \_\_\_\_\_ Room 11
- \_\_\_\_\_ Room 13
- \_\_\_\_\_ Room 14 (projector in room)
- \_\_\_\_\_ Room 15 (projector in room)
- \_\_\_\_\_ Room 16
- \_\_\_\_\_ Room 17 (piano in room)
- \_\_\_\_\_ Room 19
- \_\_\_\_\_ Room 20
- \_\_\_\_\_ Room 21
- \_\_\_\_\_ Room 22 (piano in room)

**Nurseries: (Please fill out nursery usage form)**

- \_\_\_\_\_ Snuggler 1
- \_\_\_\_\_ Snuggler 2
- \_\_\_\_\_ Crawler 1
- \_\_\_\_\_ Crawler 2
- \_\_\_\_\_ Crawler 3
- \_\_\_\_\_ Hopper 1
- \_\_\_\_\_ Hopper 2

**Kitchen: (Please fill out kitchen usage form)**

- \_\_\_\_\_ Kitchen

**Outside:**

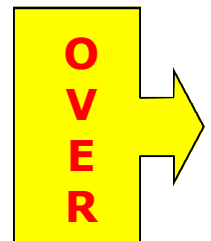
- \_\_\_\_\_ Ball Fields
- \_\_\_\_\_ Parking Lot

**Description of Set Up for Event:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Description of Audio/Visual Needs for Event:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**Office Use Only:**

Date Request Submitted: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Approved By: \_\_\_\_\_

**YOUR RESPONSIBILITIES:**

- 1) Riverside Church congregational programs shall have priority over all other requests.
- 2) Commitments to outside groups may have to be altered due to unexpected church needs such as funerals.
- 3) Riverside Church buildings and grounds are smoke and alcohol free.
- 4) The fees for the use of any part of the building are determined by the standard fee schedule set by Riverside Church.
- 5) Cancellations will cause forfeiture of fees if not made at least 48 hours in advance of the scheduled event. If your event is cancelled within 48 hours of the event, a cancellation fee of 50% will occur. If cancellation occurs within 24 hours, cancellation fee will be 100%.
- 6) Please notify us of any time changes or other modifications to your event (i.e.: you will be having more people, require additional tables and/or chairs, etc.)
- 7) Please plan ahead. Each group needs to allow enough time for set up of the room (s) to your satisfaction & decorating as desired.
- 8) Arrangements of tables and chairs are the responsibility of the renter. All furniture must be placed back into its original position.
- 9) Furniture in the Sanctuary may not be moved without a church representative.
- 10) Groups using Riverside Church facilities are expected to leave the facilities in the same general condition as provided. Once your event is finished it is your responsibility or the person in charge to see that **all** rooms used are left in a clean and orderly fashion. A checklist for clean up will be posted in each room. The church custodian may be hired for an additional fee of \$25.00 per hour. A fee of \$50.00 will be assessed automatically if the renter does not follow through on the clean up expectations. These funds will be taken out of the damage deposit. Church staff will check the condition of the rooms and make sure nothing is left behind. If there are questions or problems, the person responsible for that event will be contacted.
- 11) Outside groups using Riverside Church facilities will be asked to sign the attached *"Hold Harmless Agreement"* and provide a Certificate of Insurance when applicable.
- 12) Proper care must be taken when using candles (i.e. plastic under them or drip-less candles.)
- 13) If equipment gets damaged or broken during your event, or damage occurs to the building or something gets spilled that will stain the carpet, please call the church office @ 763-263-2410 Ext 23 **AS SOON AS POSSIBLE** to let them know what the problem is.

Usage/Rental Fee:       \$ \_\_\_\_\_  
Damage Deposit:       \$ \_\_\_\_\_  
Cleaning Fee:           \$ \_\_\_\_\_  
  
Total Fee Charged:     \$ \_\_\_\_\_

- Damage deposit is due upon reservation
- Balance due on the day of the event or use

**I HAVE READ THE CHURCH FACILITY USAGE/RENTAL AGREEMENT AND AGREE TO THE ABOVE LISTED TERMS.**

\_\_\_\_\_  
Signature of Organizational Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Organizational Representative

\_\_\_\_\_  
Date

**NOTE:** Riverside Church will enter a tentative reservation on the calendar pending receipt of this form, the Hold Harmless & Indemnifying Agreement and applicable deposit. The date will be held for one week. Riverside reserves the right to remove the event from the calendar if the form AND deposit is not received within that time period.