

**Arouca Revival Tabernacle  
Forde Street Via waterloo Road  
Arouca.**

**FACILITIES REQUEST FORM**

**GENERAL INFORMATION**

Name of Person Completing Form \_\_\_\_\_ Date \_\_\_\_\_  
Phone \_\_\_\_\_

Date of Function \_\_\_\_\_ Day of the Week \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Name of Group \_\_\_\_\_

Event Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Persons attending: \_\_\_\_\_

Contact Person (must be present at function) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**REQUEST:**

Main Bldg: Sanctuary \_\_\_\_\_

Multi- Purpose Hall: Kitchen \_\_\_\_\_

Other Rooms: Room: # 1 \_\_\_\_\_ # 2 \_\_\_\_\_ Room #3 \_\_\_\_\_

Outdoor Facilities: Parking Lot \_\_\_\_\_ Patio \_\_\_\_\_

Additional Request: \_\_\_\_\_

**FOR OFFICIAL USE**

Request Approved: \_\_\_\_\_ Request Denied: \_\_\_\_\_

Facility Use Fee: \$ \_\_\_\_\_ Caution/Security Fee (Refundable): \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Signature of Church Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Complete this form and return to the Church Office for approval before announcement of the event. Notify the Executive Secretary/Administrator as soon as possible if your activity or event is cancelled.

Groups are responsible for the set-up of tables, chairs, etc., as well as cleanup.

## **FACILITY USE REQUIREMENTS**

- No eating in the sanctuary.
- There will be no use of tobacco products on the facility
- Non-Christian music will not be permitted on the facility.
- Persons found using foul language and inappropriate behavior will be asked to leave.
- No one may be allowed in any of our facilities if “under the influence” of any controlled substance.
- Modest apparel should be worn on the facility.
- The use of nails, screws, or adhesive tape is prohibited in all church buildings.
- Posters, signs, flyers, etc. may not be mounted on walls, doors, windows or any equipment or structure that may be damaged. If they are to be posted only use the bulletin boards, cork stripping, or mounted on tripods. Special request can be submitted to the staff or Church Council for consideration.
- When using the facilities, return all furniture, and moveable items to their original position; pick up trash and throw into dumpster in back of the facility, turn off lights, and if necessary, sweep floors. When leaving, lock all exterior doors.
- No skateboards, roller blades, bicycles etc are allowed in the sanctuary or rooms.
- The use of equipment by non-authorized persons will not be permitted.
- The Managers of Audio and the Fine Arts must approve use of musical equipment.
- The planning of Weddings and Funerals must be done in consultation with the Pastor.
- The Pastor, Council Members, Officer, Staff, or any member is not liable for any damages, loss of equipment, theft, injury that may occur while using any of the church facilities.

I the undersigned has read and understood the terms and conditions mentioned above. I hereby agree to hold harmless all members of the Arouca Revival Tabernacle, it's Pastor, Officers, Administrator, Staff for loss of any material, equipment, and injury, which may occur while using any of the Church owned buildings, facilities, grounds, or equipment. In addition, the undersigned agrees to hold harmless all parties identified above all acts of negligence and to inform all participants in your event, of this agreement. Lessee's signature affirms that he/she has read and agrees to rental rules and regulations.

Lessee's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Lessee's Signature: \_\_\_\_\_

Church Representative Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Person to be contacted in reference to this contract other than the above lessee.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Arouca Revival Tabernacle  
Forde Street  
Via Waterloo Road  
Arouca.**

**USE OF FACILITIES FEES**

<b>AREAS/REQUEST</b>	<b>FEES</b>	<b>MEMBERS</b>	<b>NON-MEMBERS</b>	<b>REMARK</b>
<b>Sanctuary</b>				
<b>Kitchen</b>				
<b>Patio</b>				
<b>Multipurpose Hall</b>				
<b>Conference Room</b>				
<b>Other Rooms</b>				
<b>All of the Above</b>				
<b>Minister</b>				
<b>Tables</b>				
<b>Chairs</b>				
<b>Personnel</b>				