

# Orchard Hill Church - Request for CHURCH FACILITIES - CEDAR FALLS

Please print. Fill out ALL information. Required guidelines and important information on Page 2.

DATE filling out form: \_\_\_\_\_

Organization/Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

OR  
Date of 1st session: \_\_\_\_\_

Date of last session: \_\_\_\_\_

One-time Use  
Weekly  
Monthly

Total Time Needed (include set-up & clean-up):

From: \_\_\_\_\_ am / pm To: \_\_\_\_\_ am / pm

Event Begins: \_\_\_\_\_ am / pm

Event Ends: \_\_\_\_\_ am / pm

GROUP SIZE: \_\_\_\_\_

This event is (check one):    Ministry    Community    School    Personal (see below for fees)

Are children going to be in the building?    NO / YES    If yes, they must have adult supervision in a reserved room.

**\*\*\*\*\*Please note:** Even though you have reserved a specific room, your event might be moved to another room.

<b>Rooms</b> (Please use ONLY the rooms you have reserved):		<b>Vehicle / Trailer:</b> 15-Passenger Van (Ford) 15-Passenger Van (Chevy) Chevy Truck (Tan) Dodge Truck (Maroon) Haulmark Trailer _____											
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Room #</th> <th style="text-align: left; border-bottom: 1px solid black;">Description</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	Room #	Description	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	<div style="border: 1px solid black; padding: 5px;"> <b>Community Center (#170):</b>                       East Half                      West Half                       Note: Community Center                      may be reserved 60 days                      or less in advance.                 </div>
Room #	Description												
_____	_____												
_____	_____												
_____	_____												
_____	_____												
_____	_____												

Set-Up Instructions: \_\_\_\_\_

- |                       |                       |
|-----------------------|-----------------------|
| Round Tables: # _____ | Laptop                |
| Long Tables: # _____  | Screen                |
| Chairs: # _____       | Whiteboard            |
| TV/Cart               | Basketball Hoops      |
| DVD    BluRay         | Volleyball Equipment  |
| Lighting System       | Music Stands: # _____ |
| Sound System          | _____                 |

Diagram for Room # \_\_\_\_\_

**FEES: Personal Events - Rooms:**

- |   |          |
|---|----------|
| \$25 Custodial Fee +\$10 for each additional room | \$ _____ |
| \$25 Lights — Name of approved person (_____)     | \$ _____ |
| \$25 Sound — Name of approved person (_____)      | \$ _____ |
| \$25 Computer — Name of approved person (_____)   | \$ _____ |

**Personal Events - Community Center:**

- |   |          |
|---|----------|
| \$25 Custodial Fee (allows for use of lights & sports equipment only) | \$ _____ |
| \$500 — All other personal events                                     | \$ _____ |

**TOTAL DUE:** \$ \_\_\_\_\_

**YOUR CONTACT INFORMATION:**

Name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ OHC STAFF CONTACT PERSON: \_\_\_\_\_

**SIGNATURE** (Required - Must at least 21 years of age to sign): \_\_\_\_\_

<b>Office Use Only:</b>	Staff Contact Approval (Initials): _____ Approved: Erik _____ / Pat _____ Core	Cash: _____	Check #: _____	Date: _____	Rev. 9/18
-------------------------	--	-------------	----------------	-------------	-----------

# Important Things for You to Know

**Page 1 of this document must be filled out and returned for approval before any event can be put on our calendar.**

**You may fax Page 1 to OHC at 319-277-3296 or email form to [info@orchardhillchurch.org](mailto:info@orchardhillchurch.org).  
Call the church office at 319-266-9796 with questions.**

## **The following guidelines must be followed:**

1. The general mission of an organization or group should be compatible with the mission of Orchard Hill Church.
2. No tobacco, alcohol, drugs or weapons on Orchard Hill property - inside or out.
3. Please make sure participants are not intoxicated or high - don't hesitate to send someone home or refuse admittance.
4. Music played by live bands or recordings must not contradict the Christian morals and values that Orchard Hill represents (contact Pat Oehler with questions).
5. No loud music or noise, inside or outside, after 10:00 pm on Friday or Saturday nights (9:00 pm on weeknights); No bright lights after 9:00.
6. Use only the rooms you have reserved. Children must be well-supervised by an adult and not allowed to be in areas that have not been reserved by you.
7. Cancel any rooms you will not be using in advance of event. Notify the office if your event is canceled.
8. Rooms may not be used for personal or business profit (no admission fees for personal or business profit).
9. Each group should clean up and leave the facility as good as they found it.
10. All should be respectful of Orchard Hill property.
11. The church reserves the right to refuse use to those who break these rules.
12. An adult must sign this form in advance of your event.
13. Even though you have reserved a specific room, your event might be moved to another room.

If you are having any problems with the facility, with other parties, or with unruly participants, please do one of the following:

- a. Check the church for a staff person
- b. Call Erik Blanchard, 230-4847
- c. Call Pat Oehler, 939-5370
- d. Call Jeff Mickey, 404-5605
- e. Call Doug Tensen, 415-4608
- f. Call the Police at 911