

# Orchard Hill Church - Request for CHURCH FACILITIES - GRUNDY COUNTY

PLEASE PRINT. Fill out ALL information. See required guidelines and important information on the back of this sheet.

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

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

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

OR  One-time Use

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

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

<p><b>Rooms</b> (Please use ONLY the rooms you have reserved):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Large Group Room</li> <li><input type="checkbox"/> Small Group Room</li> <li><input type="checkbox"/> Lobby &amp; Coffee House</li> <li><input type="checkbox"/> Conference Room</li> <li><input type="checkbox"/> Prayer Room</li> <li>Worship Center</li> <li>Kitchen</li> <li>Other _____</li> </ul>	<p>Diagram/Set up Instructions for Room _____</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
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Available to reserve:

<input type="checkbox"/> Round Tables: # _____	<input type="checkbox"/> Whiteboard
<input type="checkbox"/> 8' Long Tables: # _____	<input type="checkbox"/> Large (6x8)
<input type="checkbox"/> Chairs: # _____	<input type="checkbox"/> Small
<input type="checkbox"/> TV/Cart (laptop not provided)	<input type="checkbox"/> Easel for Paper
<input type="checkbox"/> _____	_____

Worship Center:

- Lights
- Computer / Projector
- Sound System
- Music Stands: # \_\_\_\_\_

**FEEES FOR PERSONAL EVENTS:**

**Custodial:**

\$25 Custodial Fee +\$10 for each additional room \$ \_\_\_\_\_

**Operational:**

\$25 Lights — Name of approved person \_\_\_\_\_ \$ \_\_\_\_\_

\$25 Sound — Name of approved person \_\_\_\_\_ \$ \_\_\_\_\_

\$25 Computer — Name of approved person \_\_\_\_\_ \$ \_\_\_\_\_

**Worship Center:**

\$100 (Does not include the cost of Lights, Sound, and Computer person/people) \$ \_\_\_\_\_

**Coffee House:**

\$5 per Air pot of coffee \$ \_\_\_\_\_  \$.50 per cup of cappuccino \$ \_\_\_\_\_ \$ \_\_\_\_\_

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

**YOUR CONTACT INFORMATION:**

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

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

\*\*\*By signing this form, you agree to abide by the guidelines on page 2 of this sheet.

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

Office Use Only:	Approved: Jenn _____ / Calendar <input type="checkbox"/>	Date: _____	Rev. 4/17
	<input type="checkbox"/> Cash: _____	<input type="checkbox"/> Check #: _____	

# Important Things for You to Know

The other side of this document must be filled out and returned for approval before any event can be put on our calendar. You will receive a confirmation email when your event has been approved.

You may fax this form to OHC at 319-277-3296 or email it to [jvenenga@orchardhillchurch.org](mailto:jvenenga@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. The personal use of the facility is for members and attendees of OHC.
2. No tobacco, alcohol, drugs or weapons on Orchard Hill property - inside or out.
3. Please make sure participants are not under the influence of drugs or alcohol. 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 at 319-266-9796 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); Also, 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 Jenn Venenga if your event is cancelled.
8. Rooms may not be used for personal or business profit (no admission fees for personal or business profit).
9. You should clean up and leave the facility as clean as you 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 Shane Blythe, 319-239-2086
- c. Call Jenn Venenga, 319-269-8163
- d. Call Brad Hillebrand, 319-429-3648
- e. Call Chris Henely, 319-823-0126
- f. Call the Police at 911